

You can use the [Change of Bond Contributors Web Service](#) to update bond contributors and/or bond contribution amounts quickly and easily online. Only use this form if you are unable to use RTA Web Services.

Important: If you are unable to use [RTA Web Services](#) online or post and you need urgent help to submit a Change of bond contributors form, please call the RTA on 1300 366 311 and we can help you.

- Anyone being removed from the bond, or reducing their bond contribution amount, must sign the form
- If you are transferring some, or all of your bond to another party, you should make sure the new or remaining bond contributor/s pay you the necessary portion of the bond.

Rental bond number

1 Address of rental property (rooming accommodation: include room number)

	Postcode
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2 If the end date of the lease/tenancy agreement has changed, what is the new end date?

3 Tenants/residents to be **removed from the bond (if applicable)**

First name/s		Last name		Signature
Date of birth	Phone	Mobile		
Email			<input type="checkbox"/> tick if you agree to receive RTA notices by email Date	

First name/s		Last name		Signature
Date of birth	Phone	Mobile		
Email			<input type="checkbox"/> tick if you agree to receive RTA notices by email Date	

4 Tenants/residents to be **added to the bond (if applicable)**

First name/s		Last name		\$
Date of birth	Phone	Mobile		Signature
Email			<input type="checkbox"/> tick if you agree to receive RTA notices by email Date	

First name/s		Last name		\$
Date of birth	Phone	Mobile		Signature
Email			<input type="checkbox"/> tick if you agree to receive RTA notices by email Date	

5 Tenants/residents to **remain on the bond**

First name/s		Last name		\$
Date of birth	Phone	Mobile		Signature
Email			<input type="checkbox"/> tick if you agree to receive RTA notices by email Date	

First name/s		Last name		\$
Date of birth	Phone	Mobile		Signature
Email			<input type="checkbox"/> tick if you agree to receive RTA notices by email Date	

6 Amounts must add up to **total bond held by the RTA** **\$**

7 Property manager/owner

Full name/trading name									
ABN									RTA ID (if known)
Postal address									Postcode
Phone		Mobile		Date		Signature			
Email									

Post form to RTA GPO Box 390 Brisbane Q 4001

Important information

The RTA is not liable for any losses that occur if you provide incorrect information.

The RTA is collecting your personal information for the purpose of carrying out the RTA's functions under the *Residential Tenancies and Rooming Accommodation Act 2008* and may provide your information to QCAT and other bodies. For more information see [RTA website](#).

Anyone being removed from the bond, or reducing their bond contribution amount, must sign this form. All parties who are currently on the bond, or who are being added to the bond, should speak to each other before a Change of bond contributors request is submitted.

Any changes to the tenants at the property should be discussed with the property manager/owner before submitting a Change of bond contributors request.

Successfully submitting a Change of bond contributors request does not change the tenants listed on the tenancy agreement. It only changes who is listed on the bond and/or their bond contribution amounts held by the RTA. Any changes to the tenancy agreement (also known as the lease), require approval from the property manager/owner.

Bond loans

If you currently have a bond loan, you need to contact the [Department of Communities, Housing and Digital Economy](#) (DCHDE) to request approval for the removal of a tenant from your bond.

Once DCHDE confirms their approval this form can be completed and sent to the RTA. No new tenant/s can be added to a bond with an outstanding loan balance.

Web Services

You can use the Change of Bond Contributors Web Service to update bond contributors and/or bond contribution amounts easily online. The Web Service is the quickest way to update your bond contributors/contribution amounts. Please visit www.rta.qld.gov.au/webservices to use the Change of Bond Contributors Web Service. Only use this form if you are unable to use RTA Web Services.