



# Bond Administration

## How to lodge a bond.

*Lodging a bond on a non-approved form may result in the lodgement being delayed or rejected. This form and all other approved bond related forms are available for download from the Department of Commerce website [www.commerce.wa.gov.au/bondforms](http://www.commerce.wa.gov.au/bondforms)*

### Forms

To lodge a bond, you must complete all the relevant sections of the Lodgement of Security Bond Money form.

#### Amount for a residential tenancy bond

The bond must not be more than four times the weekly rent unless the weekly rent is more than an amount set by the Regulations (this was \$1,200 per week as at 1 June 2011).

If the tenant is permitted to keep pets that are capable of carrying parasites that can affect humans, the pet bond must not be more than \$260. You are not permitted to charge a pet bond for a guide dog.

#### Amount for a residential parks long-stay tenancy bond

The security bond must not be more than four times the weekly rent.

A long-stay security access bond of no more than \$100 may be required for keys, remote control entry devices or other security devices.

A pet bond of no more than \$100 may be required if the tenant is permitted to keep a cat or a dog on the premises.

#### Collecting rent on a calendar month basis

To determine four weeks rent, first calculate the equivalent weekly rental amount; one month rent multiplied by 12 and then divided by 52. Then multiply this equivalent weekly rental amount by four to get the maximum amount that can be lodged as a security bond.

### For example,

If the rent is \$1625 per month.  
 $\$1625 \times 12 \text{ months} = \$19,500 \text{ per year}$   
 $\$19,500 / 52 = \$375 \text{ per week}$   
Maximum bond =  $4 \times \$375 = \$1,500$ .

Do not collect the equivalent of a calendar month's rent as security. This would be greater than four weeks rent and would be in breach of section 29 of the Residential Tenancies Act 1987 or section 21 of the Residential Parks (Long-stay Tenants) Act 2006.

### When bonds must be lodged

Bonds must be lodged with the bond administrator as soon as possible and within 14 days of receiving them. For detailed information on how to lodge a bond please refer to [www.commerce.wa.gov.au/bondlodgement](http://www.commerce.wa.gov.au/bondlodgement)

### Submitting the forms

Submit the completed form with payment by cheque, cash or direct debit. Payment by cheque should be made out to the '**Bond Administrator**'. Submit the form with payment to the Department of Commerce.

**In person at:** Gordon Stephenson Building, Level 2, 140 William Street Perth WA 6000. Counter service is also available at the Regional Offices of the Department.

**By post to:**  
Bond Administration  
Department of Commerce  
Locked Bag 14  
Cloisters Square  
Perth WA 6850

## Processing

Once Bond Administration has received and processed an application, a Record of Payment of Security Bond will be sent both to the tenants and the lessor or park operators.

## Variations to bonds

During the course of a security bond, either the amount of the bond or the parties to the bond may change. For information on notifying bond variations to the Bond Administrator, please see [www.commerce.wa.gov.au/bondvariation](http://www.commerce.wa.gov.au/bondvariation)

## How to claim a bond

### Forms

You will need to submit a completed Joint Application for Disposal of Security Bond form to the bond administrator. For detailed information on disposing of a security bond, please see [www.commerce.wa.gov.au/bonddisposal](http://www.commerce.wa.gov.au/bonddisposal)

It is important that the signatures on the disposal form match those on the lodgement form. Failure to properly complete a disposal form will result in delays in the return of funds.

### Alterations and additions to a disposal form

The names of the parties who are to receive money back can be changed and the amounts to be paid to them can be altered, but these changes must be verified by signatures of the affected parties at the site of the change, or by way of a signed note that clearly states that they will agree to the precise details of the change.

### Submitting the disposal form

You should forward the correctly completed form to the Bond Administrator at the Department of Commerce.

## Security bond checklists

### Lodging a bond

1. Complete a Lodgement of Security Bond Money form. See [www.commerce.wa.gov.au/bondforms](http://www.commerce.wa.gov.au/bondforms)
2. Make sure you have read the important information contained at the end to the form.
3. Check all relevant sections of the form are completed and signed.
4. Make sure the bond is no more than that allowed under the legislation (generally no more than four weeks rent). Refer to the "Amount for residential tenancy bond" and "Amount for residential parks long-stay tenancy bonds" sections of this guide.
5. Lodge bonds as soon as possible and no later than 14 days after receiving bond from tenant.
6. Keep a copy of the signed forms and the Record of Payment of Security that is sent to you by the bond administrator.

### Claiming a bond

1. Complete a Joint Application for Disposal of Security Bond. See [www.commerce.wa.gov.au/bondforms](http://www.commerce.wa.gov.au/bondforms)
2. Read the important information at the end of the form.
3. Check you have included the bond reference number (obtained from the Record of Payment of Security that was sent to you by the bond administrator)
4. Make sure all the parties have signed the form and these signatures match those on the lodgement form.
5. Make sure any alterations are signed by all parties.
6. Do not sign the form until it has been completed.

### Further Information

If you have any queries, phone the Consumer Protection Advice Line on **1300 30 40 54**.

National Relay Service: 13 36 77  
Quality of service feedback line: 1800 30 40 59  
Translating and Interpreting Service (TIS) 131 450

This publication is available in other formats on request to assist people with special needs.

### Regional Offices

Goldfields/Esperance	(08) 9026 3250
Great Southern	(08) 9842 8366
Kimberley	(08) 9191 8400
Mid-West	(08) 9920 9800
North-West	(08) 9185 0900
South-West	(08) 9722 2888

