



SOUTHERN BRIGHT REALTY

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Release / Claim the bond

How to release or claim the bond

The Residential Tenancies Bond Authority (RTBA) holds all Victorian residential tenancy bonds, including those on rented premises, long-term caravans, rooming houses and sites under site agreements.

To claim a bond:

1. Visit the [RTBA Online website](#).
 2. Enter your Bond ID and family name
 3. Select option “Tenant” then click ‘Search’. This opens the ‘Bond Summary’ page.
 4. Click ‘Refund this bond’. This opens an instruction page.
 5. Read the instructions, then click ‘Next’. This opens the ‘Bond details’ page.
 6. Enter the bond amount that are require to pay to the agent (if any) and click “Next”. This opens a “Tenant details” page.
 7. Enter the details in the form and click ‘Next’. This opens a confirmation page.
 8. If you are happy with the information provided, click ‘Next’, which opens an instructions page. Go to step 9. If you are not happy with the information provided, click ‘Previous’, which re-opens the ‘Tenant details’ page. Repeat step 7.
 9. Read the instructions, then click ‘Generate Form’.
 10. Once generated, the Bond Claim form must be printed then signed by the tenant and landlord/estate agent.
10. Mail the completed form to:

RTBA
Locked Bag 007
Wendouree VIC 3355

Note: you can request pre-printed forms to be mailed to you. Contact the RTBA on 1300 137 164 or rtba@justice.vic.gov.au.

Reference Source: <http://www.consumer.vic.gov.au/housing-and-accommodation/renting/ending-a-lease-or-residency/claiming-the-bond-tenants-and-residents>