





# Fair Trading

## RENTING SERVICES

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**HOURS:** 8.30am - 5.00pm Monday to Friday  
**TELEPHONE:** **Rental Bond Information:**  
133 220  
**Aboriginal Tenancy Information:**  
1800 500 330  
**TTY:** 1300 723 404  
**FACSIMILE:** (02) 9280 4613 / 1800 803 655 (*Outside Sydney*)  
**WEBSITE:** [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

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## HOW TO TRANSFER A BOND

It is the responsibility of the new landlord/managing agent to ensure the validity of any transfer.

All you need to do is:

1. Fully complete a Transfer of Bond form and ensure that all parties to the previous bond sign it.
2. Attach it to the Lodgement Form for the new bond.
3. Attach a cheque for the difference, if the new bond is more than the bond being transferred.

### **You can only transfer a bond if:**

- The tenants registered for the current bond are all moving to the new tenancy.
- The bond to be transferred was fully paid by the tenants. ie. they did not receive any assistance from the Department of Housing.
- The landlord or managing agent is not claiming part of the bond.

In all other cases, please complete a Claim for Refund of Bond Money form and lodge the new bond separately.

### **Disclosure of Information**

Information provided on this form may be disclosed to lawfully authorised government agencies upon demand.