

## Rental Bond or Security Deposit Claim

For tenancies, this form can be used by lessors to set out the claim for deductions from the bond.  
For occupancies, this form can be used by grantors to set out the claim for deductions from the security deposit.

If you resolve your bond dispute outside of ACAT, all parties can email ACAT to confirm your agreement.  
ACAT may then make consent orders about the release of the bond.

If ACAT makes orders by consent, you do not need to come to a conference or hearing.

### 1. ACAT case and party information

ACAT file number:

ACAT conference date:

Lessor/s or Grantor/s

Authorised representative  
(if any)

[Authority to Act](#) filed with ACAT by representative?

Yes  No

Tenant/s or Occupant/s  
(name all parties on the  
agreement and the  
ACT Rental Bonds records)

Address of premises

### 2. Summary of claims on the bond or security deposit

Amount of bond or security deposit remaining in dispute  
(original amount less any amounts already released)

\$

I am asking for **all** of this to be paid to the lessor / grantor

Yes  No

**OR**

I am asking for **part** of this to be paid to the lessor/grantor:  
(insert amount) AND

\$

the **remainder** (insert amount) to be paid to the tenant/occupant:

\$

### 3. Details of claims on the bond or security deposit

The items which a lessor may deduct from a bond are listed in section 31 of the *Residential Tenancies Act 1997*. Check that the things you are claiming are on the list. Inform yourself about your rights to recover these costs. Attach documents which support your claims, for example, invoices for repairs or a rental ledger for rent owing at the end of the tenancy.

**The reasonable cost of repairs or restoration because of damage (not fair wear or tear) by the tenant:**

	Amount	For	Invoice attached?
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No

Attach a separate list if needed.

**Rent owing at the end of the tenancy:**

Amount	Details	Ledger attached?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Cost of replacing fuel (eg gas, oil, wood):**

Amount	Details	Invoice attached?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Reasonable cost of legal fees incurred by the lessor in transferring rights under the agreement:**

Amount	Details	Invoice attached?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Amount deducted under a term of the tenancy agreement endorsed by ACAT:**

Amount	Details	ACAT order attached?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

### 4. Signature

**Signature of lessor, grantor  
or their representative**

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**Full name of person signing**

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**Date**

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Give this form to ACAT and the other parties 7 days before the first conference.