

Bond Loans and Rental Grants

Information for lessors or lessors' agents

What is a Bond Loan?

A Bond Loan is an interest-free loan to help people secure accommodation in the private rental market. A Bond Loan only relates to the money forwarded to the Residential Tenancies Authority. It does not include the initial two weeks rent in advance.

Completing the Application for Private Rental Assistance

As a lessor or lessor's agent, you must confirm the details of the proposed property to be rented. The confirmation of these details is vital to the Bond Loan application process. It may also be necessary for a Housing Services officer to contact you regarding the information provided on the application.

Bond Lodgement form 2c or R2c

When the Bond Loan has been approved, the department will provide you with the *Bond Lodgement* (Residential Tenancies Authority Form 2c for general tenancies or Form R2c for rooming accommodation). You must lodge the Form 2c or R2c with the Residential Tenancies Authority within 10 working days. If this is not done, the Bond Loan will be cancelled.

No changes can be made to details on the form. If a change is made, the Residential Tenancies Authority will not accept the form and the Bond Loan will be cancelled.

Transfer of bond

Transferring a Bond Loan to another property is possible if both the current and future lessor or lessor's agent agree to do so. Bond Loans may be transferred provided no claim is made on the original bond. The *Transfer of Bond* (Residential Tenancies Authority Form 3 for general tenancies or Form R3 for rooming accommodation) should be lodged directly with the Residential Tenancies Authority.

If there are any changes to the original tenants listed on the bond, then the Bond Loan cannot be transferred.

Changes in shared tenancy

It is possible to remove a person from a Bond Loan if one tenant vacates the property. All parties have to agree to this as the remaining tenant/s must accept responsibility for the remainder of the debt. To remove a name from a shared tenancy Bond Loan:

- a *Change of Shared Bond Arrangement* (Residential Tenancies Authority Form 6 for general tenancies or Form R6 for rooming accommodation) must be completed and signed by all tenants as well as the lessor/agent or service provider/manager

- all tenants on the agreement must attend a Housing Services office with the completed Form 6 or R6 and sign an Agreement of Release to amend the Bond Loan Agreement
- the Residential Tenancies Authority must be notified through the lodgement of the Form 6 or R6.

If a Form 6 or R6 is lodged without first contacting the department, the Residential Tenancies Authority will not process the changes.

What are my responsibilities at the end of a tenancy?

A *Refund of Rental Bond* (Residential Tenancies Authority Form 4 for general tenancies or Form R4 for rooming accommodation) should be lodged with the Residential Tenancies Authority at the end of a tenancy, even if no claim is being made. This allows the department to finalise the Bond Loan account details. The lessor or lessor's agent has first claim against any bond held by the Residential Tenancies Authority.

Conciliation

The department will not enter into any disputes between a lessor or lessor's agent and tenants. Any disputes should be referred to the Residential Tenancies Authority or the Dispute Resolution Centre.

What is a Rental Grant?

A Rental Grant is a once-only grant of two weeks rent to help meet some of the costs associated with moving into private rental accommodation.

The grant helps people experiencing a housing crisis and it does not have to be repaid.

Confirmation of Tenancy Form

If a Rental Grant application is approved, the tenant is required to supply you with a *Confirmation of Tenancy* form. This form must be completed and returned to the department as soon as possible.

How is the Rental Grant paid?

Payment of the Rental Grant, for up to two weeks rent, will be made after receipt of the *Confirmation of Tenancy* form by the department.

You may nominate to receive the rental payment by cheque or Electronic Funds Transfer (EFT). If you select payment by cheque, a cheque will be made payable to you and sent direct to the tenant. It is the responsibility of the tenant to provide you with this cheque.

If you select payment by Electronic Funds Transfer (EFT), the payment will be directly deposited into your nominated bank account.

If the tenant is also receiving a Bond Loan, the *Bond Lodgement* Form 2c or Form R2c provided will need to be lodged with the Residential Tenancies Authority.

For more information, please call 1300 880 882 or visit www.communities.qld.gov.au.