

Bond Extra Claim Form

Please print in BLOCK LETTERS with a black or blue pen

This form is to be completed by a Landlord/Agent making a claim against a Bond Extra. Please read *Bond Extra Information for Landlords and Agents* for the conditions of the Bond Extra. For information or assistance with this form, contact **1800 422 322**. Please mark relevant boxes with a . If you need more room to answer any question, please include details on a separate page and attach it to this form.

Client Reference Number

T-File number (if applicable)

Landlord/Agent details

Name of Landlord/Agent

Unit/House number

Street/Avenue

Town or Suburb

Postcode

Phone

Fax

Email

Tenant details

Title

Mr, Mrs, Ms, Miss, Mx

Last name or family name

Given name (s)

Unit/House number

Street/Avenue

Town or Suburb

Postcode

Forwarding address
(if known)

Unit/House number

Street/Avenue

Town or Suburb

Postcode

Details of claim

Claim date

Bond Extra expiry date

What is the total amount being claimed for
arrears/damage?

Have you lodged a claim for a refund of bond with the *Rental Bond Board*?

Yes

No

Please specify when

What is the NCAT order number?

What is the total bond amount?

Did the tenant dispute the claim?

Yes

No

What amount is claimed against the Bond Extra?

What does the claim cover?

Damage

Rent

Please provide details below

Please provide details below

Comment

Evidence

The following documentation will assist in the processing of your claim. Please indicate what documentation is attached to the Claim form.

Residential Tenancy Agreement

Yes

No

Copy of NCAT orders

Yes

No

Evidence that you received a full refund of the bond from the Rental Bond Board

Yes

No

Other

Yes

No

Comment

Landlord/Agent's name (please print)

Date

Signature