

Security Bond at the Start of a Tenancy

WHAT IS A SECURITY BOND?

A security bond is a deposit that you give to the lessor at the start of the tenancy. At the end of the tenancy, if there has been damage to the property, unpaid rent or unpaid water bills, the lessor can keep the bond, or part of the bond, to pay these costs.

If you don't owe any money at the end of the tenancy you are entitled to receive a refund of the full bond amount.

*In the Residential Tenancies Act the **landlord** is referred to as the **lessor**.*

HOW MUCH IS THE SECURITY BOND?

Generally the bond can only be a maximum of 4 weeks' rent under the agreement. There are two exceptions to this:

- If the weekly rent is above \$1,200.
- If there is a pet bond.

PET BONDS

A lessor can ask for a pet bond if there is a pet living at the property. The pet bond can be a maximum of \$260. Even if you have more than one pet, the lessor cannot charge you more than \$260 for the pet bond.

If you are allowed to keep a pet at the property that is capable of carrying fleas, ticks and/or other parasites, the pet bond may be used at the end of the tenancy for fumigation.

Guide dogs are exempt from the pet bond.

BOND CHECKLIST

- Get a receipt when you pay the bond.
- The bond must be lodged with the Bond Administrator. This is the lessors responsibility.
- From 1 July 2013 property condition reports (PCRs) are compulsory when entering and ending a tenancy agreement. When you leave the property, the lessor must give you a copy of the PCR within 14 days of you leaving the premises.
- Take plenty of photos of the property at the beginning and end of your tenancy.
- Read all documents carefully, and never sign a blank or incomplete form.
- Keep copies of all rent receipts or a record of your rent payments.

- Leave the premises clean, and in as close as possible to the same condition to when you moved in.
- Keep copies of receipts for professional cleaning (including carpet cleaning).
- Return the keys when you move out.
- Notify the lessor of your forwarding address

PAYING THE BOND

Once you pay the bond, the lessor must give you a bond receipt immediately. The receipt must state:

- The date on which the bond was paid;
- The name of the person paying the bond;
- The amount paid; and
- The address of the rental premises.

If your property is rented through a real estate agent, then your agent must lodge the bond as an eTransaction using the BondsOnline system. You will need to give your property manager your mobile number and email address and follow the prompts in the email sent to you to complete the bond lodgement.

If your property is rented through a private lessor (no real estate agent) then the bond must be lodged using the bond lodgement form. This form must be printed, signed and submitted to the Bond Administrator by post, email or in person. Contact details are as follows:

Post: Bond Administrator
Locked Bag 100
East Perth WA 6892

In person: Level 1, Mason Bird Building,
303 Sevenoaks Street,
Cannington WA 6107.

Email: bondsadmin@dmirs.wa.gov.au

Counter service is also available at the regional offices of the department.

WHERE IS THE SECURITY BOND DEPOSITED?

If your tenancy started after 1 July 2013, the lessor must deposit the bond with the Bond Administrator (Consumer Protection) within 14 days of receiving the money from you.

The Bond Administrator will then send you a record of bond payment. If you do not receive this within a month of entering the tenancy, contact the Bond Administrator on 1300 304 054.

If your tenancy started prior to 1 July 2013, the lessor had until 1 December 2014 to transfer the bond to the Bond Administrator.

If your lessor does not lodge your bond with the Bond Administrator, they are committing an offence and could be fined. Ask them to lodge the bond immediately.

If your bond is not lodged or you would like to check if your bond has been lodged, you can contact [Consumer Protection](#) on 1300 304 054.

ASSISTANCE WITH PAYING THE BOND

Housing Authority can provide bond assistance loans for private rental properties if you need assistance paying the bond money.

If you are renting from Housing Authority, a portion of the bond is paid when signing the lease and the rest is paid in weekly or fortnightly instalments (minimum of \$5) along with your rent. For more information about this process, [contact the Department of Housing](#). The Department of Housing is currently exempt from lodging bonds with the Bond Administrator, your bond will be held by the Department of Housing.

VARIATION OF THE BOND

A security bond may need to be changed or varied because:

- The amount of bond money to be charged may change (this is usually when a valid rent increase has occurred)
- One or more of the tenants in a shared household may decide to move out
- The ownership of a property may change
- A lessor may employ a different real estate agent.

If you are renting through a private lessor, a Variation of Security Bond form must be filled out and lodged with the Bond Administrator.

If you are renting through a real estate agent, the variation must be lodged as an eTransaction via the [BondsOnline system](#).

RELEVANT FORMS

[Lodgement of Security Bond Money Form](#)

[Variation of Security Bond Form](#)

Disclaimer

This fact sheet only contains general information. This fact sheet is not legal advice and should not be relied on as a substitute for legal advice. You may wish to seek advice from a lawyer regarding your own particular circumstances. We are not responsible for any consequences arising from your use of, or reliance on, the information contained in this fact sheet.

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FURTHER HELP – TENANTS’ ADVICE AND ADVOCACY

Circle Green Community Legal

(08) 6148 3636

www.circlegreen.org.au

Department of Mines, Industry Regulation and Safety

www.dmirs.wa.gov.au, **Consumer Protection** for consumer and tenancy related matters
commerce.wa.gov.au/consumer-protection | 1300 304 054

METROPOLITAN COMMUNITY LEGAL CENTRES

Fremantle CLC

(08) 9432 9790

www.fremantle.wa.gov.au/fclc

Gosnells CLC

(08) 9398 1455

www.goscl.com.au

Midland Information Debt & Legal Advocacy Service

(08) 9250 2123

www.midlas.org.au

Northern Suburbs CLC (Joondalup)

(08) 9301 4413

www.nsclegal.org.au

Northern Suburbs CLC (Mirrabooka)

(08) 9440 1663

www.nsclegal.org.au

Southern Communities Advocacy & Legal Education Services (SCALES)

(08) 9550 0400

murdoch.edu.au/School-of-Law/Clinical-Legal-Education-SCALES

Sussex Street CLS

(08) 6253 9500

www.sscls.asn.au

Welfare Rights & Advocacy Service

(08) 9328 1751

www.wraswa.org.au

REGIONAL COMMUNITY LEGAL CENTRES

Albany CLC

(08) 9842 8566

www.albanyclc.com.au

Goldfields CLC

(08) 9021 1888 | 1300 139 188 (if outside Kalgoorlie-Boulder)

www.gclc.com.au

Kimberley Community Legal Services :

www.kcls.org.au

- **Kununurra**
(08) 9169 3100 | 1800 686 020 (freecall)
- **Broome**
(08) 9192 5177

Peel CLS

(08) 9581 4511

www.peelcls.com.au

Pilbara Community Legal Services:

www.pcls.net.au

- **Karratha**
(08) 9185 5899
- **Newman**
(08) 9140 1613
- **Roebourne**
(08) 9185 5899
- **South Hedland**
(08) 9140 1613

Regional Alliance West

(08) 9938 0600

www.raw.org.au

South West CLC

(08) 9791 3206 | 1800 999 727 (freecall)

www.swclc.org.au

Wheatbelt CLC

(08) 9622 5200

www.wheatbeltclc.com.au