

**From:** Jeff Mitting

**Sent:** Tuesday, 2 March 2021 11:31 AM

**To:** bondsadmin@dmirs.wa.gov.au; bondadmin@dmirs.wa.gov.au

**Cc:** Jodie Moffat

**Subject:** Bond Lodgement Form for 6 Scrivener Place Halls Head.

Hi,

Please find attached the bond lodgement for 6 Scrivener Place Halls Head.

If you have any questions please contact me on 0422606514 or by return email.

Regards,

jeff Mitting.

I/We

**JEFF MITTING**

(Name of Customer(s) giving the DDR) authorise the DMIRS ACPA User 067489. To arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed through the Bulk Electronic Clearing System (BECS). The authorisation is to remain in force in accordance with the terms described in the service agreement ([www.dmirs.wa.gov.au/bondsddr](http://www.dmirs.wa.gov.au/bondsddr)).

Name of Australian bank/building society/credit union

**BANK OF QUEENSLAND**

Name of Account Holder

**SHORELEAVE SUPERANNUATION**

BSB Number (Six digits)

**124001**

Account Number

**22590085**

Signature (please stay inside border)



Date of Signature (DD / MM / YYYY)

**01 / 03 / 2021**

**IMPORTANT INFORMATION FOR LODGEMENT OF SECURITY BOND MONEY AND RECORD OF PAYMENT**

**1. Timeframe**

All Residential Tenancy Bonds must be lodged with Bonds Administration as soon as practicable and **within 14 days of receiving the bond**. Penalties apply for late lodgement of bonds.

**2. Maximum Security Bond**

*Residential Tenancy*

- no more than 4 weeks rent (weekly rent \$1200 or less)
- no limit on bond amount (weekly rent more than \$1200)
- \$260 pet bond (Not applicable to assistance dogs)

*Residential Park (Long-stay)*

- No more than 4 weeks rent
- \$100 Long-stay Security Access Bond
- \$100 pet bond (Not applicable to assistance dogs)

**3. Completing the Form**

This form should be signed by all tenant(s) and the lessor(s)/property manager.

If all parties cannot sign the form within the timeframe, the bond must still be lodged, however you should contact Bonds Administration for further instructions to avoid delays at disposal.

You must ensure that the bank account details provided on the form are correct and that the account is able to accept direct debits. Direct debiting is not available on all accounts, i.e online savings accounts and home loan accounts.

The completed form should be clearly scanned and emailed to: [bondsadmin@dmirs.wa.gov.au](mailto:bondsadmin@dmirs.wa.gov.au) (preferred).

Alternatively, the form can be mailed to:

**Bond Administrator**  
**Locked Bag 100**  
**East Perth WA 6892**

**4. Requirement to Give Receipt**

A receipt must be issued immediately by the person receiving the security bond. The receipt must specify the date the bond was received, name of the person(s) paying the bond, amount paid and address of the premises for which the bond has been paid. A residential parks bond receipt must also specify the amount of any pet bond taken.

**5. Tenant and Lessor / Property Manager to Receive Copy of Record of Payment**

Bonds Administration will send a copy of the Record of Payment of Security Bond (Record of Payment) to the tenant(s) and the lessor(s) / property manager once the bond is lodged. **Please keep this Record.**

If the Record of Payment is not received as above, please contact Bonds Administration by email at [bondsadmin@dmirs.wa.gov.au](mailto:bondsadmin@dmirs.wa.gov.au) to make sure it has been lodged correctly.

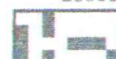
Details shown on the Record of Payment of Security Bond will be required and used by either party to the bond should they make an application to a Court to determine the disposal of security bond under Schedule 1, clause 8 of the *Residential Tenancies Act 1987*.

**4. Management of Personal Information**

Bonds Administration's Management of Personal Information policy is available at [www.dmirs.wa.gov.au/bonds-mpi](http://www.dmirs.wa.gov.au/bonds-mpi). Where a bond relates to a Department of Communities (Housing) Bond Assistance Loan, information about the bond may be disclosed to Housing for the purposes of administering the Bond Assistance Loan Scheme.

**Seek advice immediately if you need more information**

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the Department of Mines, Industry Regulation and Safety advice line (1300 30 40 54) for help and assistance.



Address continued...

Suburb  State  Postcode

Email Address

Contact Number (mobile preferred)

Fax Number

Date of Signature (DD / MM / YYYY)  /  /

Signature (please stay inside border)

### Agent

Agent Name

Name continued...

Address

Address continued...

Address continued...

Suburb  State  Postcode

Email Address

Contact Number

Fax Number

Date of Signature (DD / MM / YYYY)  /  /

REBA Licence Number (Licensed Agents only)

Signature (please stay inside border)

Name of Authorised Signatory

### Bond Money

Amount of Weekly Rent \$       .    x  Weeks = \$       .

Period paid to Owner / Agent / Park Operator (DD / MM / YYYY)   /   /

Pet Bond (See Point 2 on last page) \$     .

Long-stay Security Access Bond (See Point 2 on last page) \$     .

Total Security Bond \$       .

Amount of Housing Bond Assistance Loan (if any) \$       .

Method of Payment to Bond Holder (Indicate and attach or complete below)

- Direct Debit
- Cheque
- Cash \*
- Other \*

\*Only payable in person at the Department of Mines, Industry Regulation and Safety

Please continue on next page



Contact Number (mobile preferred)

Signature (please stay inside border)

Date of Signature (DD / MM / YYYY)

Family Name / Organisation Name

Given Name / Organisation Name continued

Other Names

Email Address

Contact Number (mobile preferred)

Signature (please stay inside border)

Date of Signature (DD / MM / YYYY)

Lessor(s) / Park Operator

Is the owner a park operator?  Yes Is the lessor(s) / park operator an organisation? \*  Yes

Family Name / Organisation Name

Given Name / Organisation Name continued

Other Names

Address

Address continued

Address continued

Suburb

State

Postcode

Email Address

Contact Number (mobile preferred)

Fax Number

Signature (please stay inside border)

Date of Signature (DD / MM / YYYY)

Family Name / Organisation Name

Given Name / Organisation Name continued

Other Names

Address

Address continued

Please continue on next page

IMPORTANT - Do not sign this form until you have read the information on the last page of the form

\*Not to be used for Commercial Tenancies

Ref: 6 SCRMENER Park HILLS HEAD 6210

28933





# Lodgement of Security Bond Money



Government of Western Australia  
Department of Mines, Industry Regulation and Safety

Residential Tenancies Act 1987 -  
Section 29, Schedule 1  
Residential Parks (Long-stay Tenants)  
Act 2006 - Section 22



Completed forms to be scanned and emailed to:  
bondsadmin@dmirs.wa.gov.au

Mail: Bond Administrator  
Locked Bag 100  
East Perth WA 6892

Telephone: 1300 813 829

This form must be completed in black ink

**IMPORTANT:** If you require additional space (for example, more than three tenants) then please fill in additional forms and link them together by indicating the number of booklets below:

Booklet Number  of

## Rental Property Details

Is this a residential park (long-stay) bond?  Yes

Address

Address continued...

Address continued...

Suburb  Postcode

Tenancy Start Date (DD / MM / YYYY)

## Tenant(s)

Is the tenant an organisation?  Yes

Postal Address (if different from Rental Property Details)

Address continued...

Suburb  State  Postcode

Family Name / Organisation Name

Given Name / Organisation Name continued

Other Names

Email Address

Contact Number (mobile preferred)

Signature (please stay inside border)

Date of Signature (DD / MM / YYYY)

Family Name / Organisation Name

Given Name / Organisation Name continued...

Other Names

Email Address

Please continue on next page

**IMPORTANT - Do not sign this form until you have read the information on the last page of the form**

\*Not to be used for Commercial Tenancies

28933



Ref: 6 SCRIVENER Place HALLS HEAD 6210



Government of Western Australia  
Department of Communities  
Housing

File No: 2020/H95173  
Our Ref: 48353  
BAL Ref: 124241

Unit 1 / 17 Sholl St  
MANDURAH WA 6210  
Telephone: 9583 6100  
Fax: 861559392



051

0000474 HAD0004

Shoreleave Pty Ltd  
79 PERSEUS ROAD  
SILVER SANDS WA 6210

Dear Sir/Madam

**BOND ADDRESS: 6 SCRIVENER PLACE HALLS HEAD WA 6210**

This letter confirms the payment of Bond Assistance and Rent in Advance for the following tenant(s):

Miss M Tapper

Bond \$960.00

Rent \$480.00

The above Bond and Rent in Advance amounts comprise one loan to the tenant. If you have not already received the payment, it will be remitted to you by cheque or EFT.

The security bond must be lodged with the Bond Administrator within 14 days, failure to do so contravenes the *Residential Tenancies Act 1987 (RTA)* and may attract a penalty of up to \$20,000. You must complete the 'Lodgement of Security Bond Money' form and ensure the following details are correct:

- a) Property address;
- b) Names of all leaseholders listed on the Tenancy Agreement;
- c) Tenancy start and end dates; and
- d) The bond amount paid by the Housing Authority (Housing Component).

At the end of the tenancy, a 'Joint Application for Disposal of Security Bond' form must be completed and either signed or electronically approved, by both you and the tenant. Your tenant has agreed to refund any remaining bond amount (to which the tenant is entitled) directly to the Housing Authority (operating within the Department of Communities). Please complete the 'Amount to be paid to Housing' section of the Disposal form to ensure this occurs.

If less than the full bond amount is returned, please provide details of any deductions together with the tenant's forwarding address to the Bond Recovery Unit via email to [bondrecovery@communities.wa.gov.au](mailto:bondrecovery@communities.wa.gov.au) or call 9476 2400 for further information.

To assist the Housing Authority in monitoring these loans, please advise if the management or ownership of the property changes during the tenant's occupation or if the lease ends prematurely.

Further information about your obligations under the RTA can be obtained by contacting the Department of Mines, Industry Regulation and Safety (Consumer Protection) on 1300 304 054.

If you have any further queries please contact this office and thank you for your assistance with this matter.



**Arabic / عربي**

يحتوي هذا الخطاب على معلومات مهمة. إذا واجهت صعوبة في فهم المعلومات ولم تتمكن من إيجاد شخص لترجمته لك، فم رجاءاً بالتواصل مع مكتب دائرة المجتمعات (الإسكان) الذي سيقوم بالاتصال بخدمات الترجمة لك.

**Burmese / မြန်မာ**

ဤတံၤ အရေၤကြီးသော အချက်အလက်များပါရှိသည့် အကယ်ၤၤၤသည့် ယင်းအချက်အလက်များကို နားလည်ရန် ဝက်ခဲနေပြီး သင့်အား ဘာသာပြန်ပေးနိုင်မည့်သူကို ရှာဖွေတွေ့နိုင်လျှင်၊ ကျေးဇူးပြုၤ သင်၏ ဒေသခံ လူမှုအဖွဲ့အစည်းများဌာန (အိုးအိမ်)(Department of Communities (Housing))ရုံးကို ဆက်သွယ်ပါ။ ၎င်းတို့က သင့်အား စကားပြန် ဝန်ဆောင်မှုဌာနနှင့် ရိုတ်ဆက်ပေးပါလိမ့်မည်။

**Chinese Simplified / 中文 (简体)**

此信函包含重要信息。如果您理解其内容有困难，而且找不到可以为您传译的人，请联系您当地的社区（住房）部（Department of Communities (Housing)）办公室，其将帮助您联系传译服务。

**Chinese Traditional / 中文 (繁體)**

此信函包含重要資訊。如果您理解其内容有困難，而且找不到可以為您傳譯的人，請聯絡您當地的社區（住房）部（Department of Communities (Housing)）辦公室，其將幫助您聯絡傳譯服務。

**Croatian / Hrvatski**

Ovo pismo sadrži važne informacije. Ako imate poteškoća razumjeti te informacije, a ne možete pronaći nekog da vam ih protumači, možete kontaktirati lokalni ured Službe za stambena pitanja pri Ministarstvu zajednica (Department of Communities (Housing)), koji će vas spojiti sa službom za tumačenje.

**Dari / داری**

این مکتوب دارای معلومات مهمی می باشد. اگر در درک محتویات آن مشکل دارید، و نمی توانید کس دیگری بیابید که آن را برای شما ترجمه کند، لطفاً با دفتر محلی وزارت جوامع (مسکن) (Department of Communities (Housing)) تماس بگیرید، و آنها تماس شما را با خدمات ترجمه فراهم خواهند کرد.

**Dinka / Thuɔŋjäŋ**

Athör kën a leŋ yic lëk riitör. Na kác wët cë göt kën deet yic ku yin a c'in raan ca yök bë wët kën waar yic t'en yiin, manha ka yi yup kwoc mäktam ë Amathom ë Wuöt (Yööt) - (Department of Communities (Housing)) - tšu akeunhom ku keek aa bi tuööm thok ke kwoc lui alon wër thok.

**French / Français**

Cette lettre contient d'importantes informations. Si vous avez des difficultés à en comprendre le sens et ne trouvez pas quelqu'un qui puisse vous l'expliquer, veuillez contacter votre agence locale du Service des collectivités (logement) (Department of Communities (Housing)) qui se chargera de vous trouver un service d'interprétariat.

**Khmer / ខ្មែរ**

លិខិតនេះមានចុះព័ត៌មានសំខាន់ៗ ប្រសិនបើលោកអ្នកពិបាកយល់ពី សេចក្តីនៃព័ត៌មាននេះ ហើយពុំអាចរកនរណាម្នាក់ដើម្បីជួយបកប្រែជូន លោកអ្នក សូមទាក់ទងមកការិយាល័យនៃក្រសួងសហគមន៍ (លំនៅដ្ឋាន) [Department of Communities (Housing)] ក្នុងតំបន់លោកអ្នក ដែលគេនឹងទាក់ទងសេវាបកប្រែភាសាជូនលោកអ្នក។

**Kirundi / Ikirundi**

Iri kete riri mwo amakuru ahambaye. Nimba ufise ingorane zo gutahura nya makuru kandi ukaba udashobora kurondera uwugusobanurira, usabwe kuja ku biro vy'ubuyobozi bw'amakominote bikwegereye (igisata c'amazu) vyo bizoca biguhuza n'ishirahamwe rijejwe gusigura indimi.

**Oromo / Oromoo**

Xalayaan kun odeeffannoo barbaachisaa of keessaa qaba. Odeeffannoo kana hubachuun yoo si rakkee fi nama afaan siif deebisu/hiiku yoo argachuu dhabde, Waajjira Damee Hawaasaa (Manoomaa) (Department of Communities (Housing)) kan tajaajila afaan deebisa/hiikaa waliin wal si qunnamsisu naannoo kee jiru qunnamii.

**Polish / Polski**

Niniejszy list zawiera ważne informacje. Jeżeli masz trudności ze zrozumieniem tych informacji i nie możesz znaleźć kogoś, kto ci je ustnie przetłumaczy, prosimy skontaktować się ze swoim lokalnym biurem Department of Communities (Housing), które skontaktuje Cię z telefoniczną służbą tłumaczy.

**Serbian / Српски**

Ovo pismo sadrži važne informacije. Ako imate problem da razumete informacije i nemate nikog da vam te informacije objasni, kontaktirajte vašu lokalnu Službu ministarstva za usluge zajednice/Стамбена питања (Department of Communities, Housing) и они ће вас повезати са тумачком службом.

**Somali / Soomaali**

Warqadaani waxay ka kooban tahay macluumaad muhiima. Haddii aad dhibaato ku qabto fahamka macluumaadka aadana heli karin qof kuu tarjuma, fadlan la xirii Xafiiska Wasaarada Jaalliyadaha (Gurisiinta) kaas oo kula xiriirin kara adeega tarjumaada.

**Spanish / Español**

Esta carta contiene información importante. Si tiene dificultades para comprender su contenido, y no puede encontrar a nadie que se la explique, póngase en contacto con la oficina del Departamento de Comunidades (Vivienda) (Department of Communities (Housing)) de su localidad, que lo pondrá en contacto con un servicio de interpretación.

**Swahili / Kiswahili**

Barua hii ina maelezo muhimu. Ikiwa una ugumu wa kuelewa maelezo haya na huwezi kumpata mtu wa kukutafsiria, tafadhali wasiliana na ofisi ya eneo lako ya Idara ya Jamii (Makazi) (Department of Communities (Housing)) ambayo itakuwezesha uwasiliana na huduma ya ukalimani.

**Thai / ไทย**

จดหมายฉบับนี้มีข้อมูลสำคัญ ถ้าท่านมีปัญหาในการทำ ความเข้าใจข้อมูลเหล่านี้และไม่สามารถหาใครช่วยแปลได้ กรุณา ติดต่อสำนักงานชุมชน (การเคหะ) [Department of Communities (Housing)] ใกล้บ้านท่าน แล้วทางเราจะติดต่อล่ามแปลภาษาให้ท่าน

**Tigrinya / ትግርኛ**

እዚ ደብዳቤ ብጣዕሚ ጠቓሚ ኣበሬታ ዘለዎ እዩ። ናይዚ ደብዳቤ ትኩረተ ምርባእ እንድኡር እገንጉኩም እዎ ከተተርጉሙልኩም ዚኸለል ዝኾነ ሰብ ከተተርገኑ እንተዘይኸለልኩም፣ በቋንቋ-ም ብናትኩም ከባቢ ንዘሎ ናይ ማሕበረሰባት (መንበሪ ገዛ) መምርሒ ቢሮ ኣዘራርቡ እዎ ምስ ናይ እስተርጓሚዎ ኣገልግሎት የራኩብኹም እዮም።

**Turkish / Türkçe**

Bu mektup önemli bilgiler içermektedir. Bilgileri anlamakta zorluk yaşıyorsanız ve sizin için bunları tercüme edecek birisini bulamıyorsanız, lütfen sizi bir tercüme hizmetiyle temasa geçirmesi için yerel Toplum (İskân) Bakanlığı (Department of Communities (Housing)) ofisiniz ile iletişime geçin.

**Vietnamese/ Tiếng Việt**

Bức thư này có các thông tin quan trọng trong đó. Nếu quý vị không hiểu được các thông tin này và không nhờ được người nào dịch lại cho quý vị, xin hãy liên lạc với văn phòng Bộ Cộng đồng (Gia cư) (Department of Communities (Housing)) gần nơi quý vị cư ngụ, họ sẽ giúp quý vị liên lạc với một dịch vụ thông dịch.



Yours sincerely

A handwritten signature in blue ink, consisting of a large, stylized initial 'D' followed by a smaller '2'.

BOND CO-ORDINATOR

15 February 2021

FORM ID: HAD0004

