START HERE

You have moved out and you want your bond back.

Is your landlord making a claim against your bond?

NO

Your landlord must apply to the Tribunal within 10 business days of your tenancy to make a claim against your bond. You will receive a copy of their application and a Notice of Hearing from the Tribunal. If 10 business days have passed the landlord can no longer make a claim against your bond unless they are granted an extension by the Tribunal.

YES

Your landlord must apply to the Tribunal for the return of your bond any time after your tenancy ends. Fill in and send an ‘Application by a Tenant’ to the Victorian Civil and Administrative Tribunal, Residential Tenancies List. There is no application fee for applying for the return of your bond.

Do you agree with your landlord/agent about the amount of the bond they should receive?

NO

You cannot agree to have part of the bond paid to the landlord. Do nothing: the landlord must apply to the Victorian Civil and Administrative Tribunal (VCAT).

YES

Do not sign a blank bond form.

You and the landlord/agent must fill in and sign a Bond Claim form, specifying how much of the bond should be paid to each of you.

Was your bond paid by the Office of Housing?

NO

The bond will be paid directly to the Office of Housing.

YES

Was your bond paid by the Office of Housing?

NO

You cannot agree to have part of the bond paid to the landlord. Do nothing: the landlord must apply to the Victorian Civil and Administrative Tribunal (VCAT).

YES

You and the landlord/agent must fill in and sign a Bond Claim form, specifying how much of the bond should be paid to each of you.

Bond Claim forms and Tribunal (VCAT) Application forms are available from Consumer Affairs Victoria and the Tenants Union of Victoria.

For more information on defending a landlord’s claim against your bond, see our fact sheets:

> Bonds
> Defending a compensation claim

Send the form to the Residential Tenancies Bond Authority (see the address on the form).

Make sure the $ amounts are filled in before you sign!

Was your bond paid by the Office of Housing under the bond loan scheme?

NO

Your bond will be paid directly to your nominated bank account or mailed to your address the day after your Bond Claim form is processed.

YES

The bond will be paid directly to the Office of Housing.

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Your step-by-step guide to bond recovery