



1 Bond Details Mandatory Please Tick: New Bond Or Top-Up for
Make Cheques payable to the OSBC Lodgement Amount \$

2 Address of Shop Premises Mandatory

3 Tenant* Mandatory

Address other than Shop
 / /

4 Landlord* Mandatory

Address

5 Managing Agent* Optional

Address

6 Signature of Tenant Mandatory / /

7 Signature of Landlord/ Managing Agent Mandatory / /

8 Tenant Tick here if you do not want your details added to the Office of the NSW Small Business Commissioner's database, to receive notifications about important industry, business and lease information.

* **IMPORTANT:** Correct legal names must be used for all parties and businesses. This will make verification and processing of bonds quick and easy.
Please complete this form and lodge together with payment, within 20 days of receiving the retail bond.
Send completed form to GPO BOX 5477, Sydney NSW 2001

Hours	8.30am - 5.00pm Monday to Friday
Telephone	1300 153 335
Website	smallbusiness.nsw.gov.au

1 Bond Lodgement/Retail Bond Number and Amount of Bond

Please make all cheques payable to the OSBC. A Bond Number will be issued to the landlord/agent and tenant when the bond has been lodged with our office. Please quote this Bond Number in any future contact with our office. You will also be able to use this number to look up your bond if you register for WeAgree.

Additional Bond Money – Top up Bond

If you are lodging an additional payment to an existing bond, please ensure that the current Bond Number is quoted at the top of the form and mark the 'TOP UP BOND' section.

2 Address of Shop Premises

Write the shop address in this space. Please ensure that the postcode is included in all address details.

3 Tenant*

The bond will be returned to the tenant unless the landlord makes a claim on it. The bond will be paid out as agreed between the parties or as directed by a Court or Tribunal. The address for contacting the tenant must be different to the shop address.

4 Landlord*

Where an agent is managing a property, the landlord must advise us when/if the agent is no longer managing the property.

5 Managing Agents*

Managing agents must quote their Property-Corporate License number. The Property-Corporation Licence number is the agency's licence number as shown on the Fair Trading and Onegov websites.

6 Signature of Tenant

The tenant, or a person having authority to deal with the bond on behalf of the tenant, must sign to confirm all details of the lodgement and record their signature.

The landlord, the landlord's agent or the landlord's solicitor may NOT sign the form on behalf of the tenant.

7 Signature of Landlord/Managing Agent

Agents letting the property but not handling its management should ensure that the landlord signs this section.

8 Statistical Data and Information Provision

Information from this form is collected for the purpose of generating aggregate retail leasing statistics, to monitor the quality of service provided, and for providing notifications and important industry, business and lease information. The supply of this information is voluntary. Your details will be stored in OSBC records. Information will be stored and managed in accordance with provisions under the Privacy and Personal Information Protection Act 1998. It will not be used for any other purpose and will not be given to any other third party except where required by law. You may access or correct your personal information by contacting OSBC on weagree.bonds@smallbusiness.nsw.gov.au.

Please refer to our website smallbusiness.nsw.gov.au/Privacy.html for more information on our privacy policy and your rights to access or correct the information.

9 Disclosure of Information

Information provided on this form may be disclosed to lawfully authorised government agencies upon demand.

ENGLISH

If you have difficulty understanding English, contact the Telephone Interpreter Service on 131 450 and they will telephone Office of the NSW Small Business Commissioner (OSBC).

ARABIC

إذا كنت تجد صعوبة في فهم الإنكليزية، اتصل بخدمة الترجمة الهاتفية 131 450 OSBC للاتصال نيابة عنك بمكتب خدمات الإيجار.

CHINESE

如果您理解英語有困難的話，請致電 131 450 給電話傳譯員服務，他們會打電話給租賃服務 (OSBC)。

CROATIAN

Ako teško razumijete engleski, nazovite Telefonsku službu tumača na 131 450, koja će zatim nazvati OSBC.

GREEK

Αν έχετε δυσκολίες με τα Αγγλικά, επικοινωνήστε με την Τηλεφωνική Υπηρεσία Διερμηνέων στον αριθμό 131 450 και εκείνοι θα τηλεφωνήσουν στις Υπηρεσίες Ενοικίασης (OSBC).

ITALIAN

Se avete difficoltà a comprendere l'inglese, rivolgetevi al Servizio Traduzioni e Interpreti al numero 131 450 il quale a sua volta telefonerà al OSBC.

MACEDONIAN

Ако имате тешкотии да го разберете англискиот јазик, јавете се во Телефонската служба на преведувачи на 131 450 и тие ќе телефонираат во OSBC.

SERBIAN

Ако имате тешкоћа с разумевањем енглеског језика, обратите се Телефонској служби тумача на 131 450 и они ће назвати службу за изнајмљивање (OSBC).

SPANISH

Si tiene dificultad para entender el inglés, llame al Servicio Telefónico de Intérpretes al 131 450 y ellos se comunicarán con OSBC.

VIETNAMESE

Nếu quý-vị gặp khó-khẩn khi đọc mà không hiểu tài-liệu viết bằng tiếng Anh, xin liên-lạc với Sở Thông-dịch qua Điện-thoại số 131 450 để nhờ nơi này gọi cho OSBC.

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