****

**Payment of your bond**

Once you are accepted for a rental property you will be required to pay a security bond and Two weeks rent in advance. The bond is four times the weekly rent. For example if your property is $400 a week then your bond will be $1600 plus you will also be required to pay two weeks rent of $800. The total due is $2400.00. This total can be paid by credit card or cash in the office. All monies must be received before you can take over the property. If you are having a pet in the property there will be a pet bond of $260 which will be used to fumigate the property once you vacate.

**About Your Security Bond**

**Lodging with the Residential Tenancies Bond Authority**

Upon payment of your bond you will be required to sign a **Bond Lodgement Form** which will be lodged with the **Bond Admin** You will receive a copy of this form with your Bond Lodgement Reference Number which we recommend you retain with your lease documentation. The names and signatures of all of the tenants contributing to the bond should be included on the lodgement form as this will be compared when the bond is dispersed at the end of the tenancy.

**Change of ownership or tenants**

If at any time during the tenancy a change occurs either with ownership of the property, the property management company or change in one or more of the tenants of the property, an Agent/Landlord transfer form or a Tenant transfer form must be completed and forwarded to Bond Admin.

**Return of your bond**

At the end of the tenancy, your bond will not be released until a final inspection of the property is carried out. We will conduct the final inspection as soon as possible after you return all of the keys to our office, generally within two business days. If the property is in generally the same condition as it was at the beginning of the tenancy, the bond will be returned to you without delay.

To enable the property to be re-let quickly, it may not always be possible for you to return in order to correct any areas requiring attention. If further cleaning is required we may engage a professional cleaner at your cost. To avoid this a cleaning checklist will be sent to you prior to vacating the premises, advising you of what the Property Manager will be checking at the final inspection.

A Bond Claim Form must be completed and signed by all tenants and a representative of Woodville Property.

If there are any deductions against the bond, (for cleaning, damage or rental arrears) the amount to be returned to you will need to be agreed upon before any monies can be released. If you do not agree with the amounts claimed, please discuss this with the Property Manager in the first instance.

**Outstanding rent**

At the end of the tenancy, any unpaid rent will need to be paid before your bond is returned to you. You cannot stop paying rent with the view that it will be taken out of the bond, even if it is almost the end of the tenancy, as this is an offence under the Residential Tenancies Act 1995.