

# Payment of bond and/or compensation

## REQUEST FOR CONSENT ORDER

---

*(Note: this order is to be used where the parties have agreed on payment of the bond to resolve a dispute between the landlord/tenant at the end of the tenancy)*

### Section 1: Parties' details

Rented premises address \_\_\_\_\_

Landlord's name \_\_\_\_\_

Landlord's agent \_\_\_\_\_

Tenant's name \_\_\_\_\_

SACAT matter number (if an application has already been lodged)<sup>1</sup> \_\_\_\_\_

### Section 2: Details of the agreement

*Select from options 2.1, 2.2, or 2.3*

Option 2.1: The bond is to be paid partly to each party

The Bond number \_\_\_\_\_<sup>2</sup> of \$ \_\_\_\_\_ (*the amount of the bond*) is to be paid as follows:

---

<sup>1</sup> Note: if an application has not been lodged, you will need to visit [www.sacat.sa.gov.au](http://www.sacat.sa.gov.au) and submit an online application (with the prescribed fee), attaching all supporting documentation.

<sup>2</sup> The bond number will be on the receipt for the bond and can be obtained online at <https://agd.applyonline.sa.gov.au/tompublic-portal/> or by calling Consumer and Business Services, Bonds enquiries on 131 882.



(a) \$\_\_\_\_\_ to the landlord (via the agent)<sup>3</sup>

**PLUS:** choose 1 of the (b) options below, according to your circumstances

(b.1) *(Use this option if the full amount of the balance is to be paid to the tenant/s)*

\$\_\_\_\_\_ to the tenant/s \_\_\_\_\_  
(name of the tenant/s).

(b.2) *(Use this option if the full amount of the balance is to be refunded to the South Australian Housing Trust because the Trust guaranteed the bond)*

\$\_\_\_\_\_ to the South Australian Housing Trust.

(b.3) *(Use this option if part of the bond refund will be paid to the South Australian Housing Trust and part of it will be paid to a tenant - this option is necessary where the bond comprises of a guarantee by the Trust as well as a cash component which has been paid by one or more tenants)*

\$\_\_\_\_\_ to the South Australian Housing Trust and \$\_\_\_\_\_ to the  
tenant/s \_\_\_\_\_ (name of the tenant/s).

---

**OR**

Option 2.2: The bond is to be paid only to the landlord

The Bond number \_\_\_\_\_<sup>4</sup> of \$\_\_\_\_\_ (the amount of the bond) is  
to be paid to the landlord.

---

<sup>3</sup> It does not matter if the landlord does not have an agent - if that is the case, the payment will be made directly to the landlord.

<sup>4</sup> The bond number will be on the receipt for the bond and can be obtained online at <https://agd.applyonline.sa.gov.au/tompublic-portal/> or by calling Consumer and Business Services, Bonds enquiries on 131 882.



**OR**

Option 2.3: The bond is to be paid only to the tenant

The Bond number \_\_\_\_\_<sup>5</sup> of \$ \_\_\_\_\_ (*the amount of the bond*)  
is to be paid to the tenant.

**Section 3: Acknowledgement**

We acknowledge that this payment/these payments will be in full and final satisfaction of all claims by us against one another and arising from the tenancy for which the details have been provided above.

**Signed by the tenant/s**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signed by the landlord/agent**

\_\_\_\_\_

**Date**

\_\_\_\_\_

---

<sup>5</sup> The bond number will be on the receipt for the bond and online at <https://agd.applyonline.sa.gov.au/tompublic-portal/> or can be obtained by calling Consumer and Business Services, Bonds enquiries on 131 881.



| <b>LIST OF AGREED CLAIMS FOR PROPERTY AT:</b>  |                      |
|--|----------------------|
| <b>CLAIM</b>   | <b>AGREED AMOUNT</b> |
| Rent<br><br>Rent loss (where break lease and new tenants pay less rent than exiting tenants) |                      |
| Water<br><br>Water use<br><br>Water supply   |                      |
| Cleaning - general   |                      |
| Carpet cleaning  |                      |
| Rubbish removal  |                      |
| Gardening  |                      |
| Locks  |                      |
| Repairs  |                      |
| Break lease charges<br><br>Re-letting fee<br><br>Advertising costs                           |                      |
| Other  |                      |
| <b>TOTAL</b>   |                      |