

Addendum: Renters' participation in the Transfer of Bond Scheme ("Addendum")

Last updated 1 July 2026.

1. Overview

- 1.1. The Scheme allows Renters to apply to transfer their bond held by the RTBA from their current rental property to their new rental property within Victoria.
1. The terms and conditions set out in this Addendum apply to a Renter's proposed participation, and a Participating Renter's participation, in the Scheme.
- 1.2. This Addendum forms part of the RTBA website terms of use (the Terms). Please read this Addendum together with the Terms.
[\[https://www.rentalbonds.vic.gov.au/s/terms-of-use\]](https://www.rentalbonds.vic.gov.au/s/terms-of-use)

2. Application of this Addendum

- 2.1. This Addendum applies to:
 - 2.1.1. a Renter who is applying to participate in the Scheme; and
 - 2.1.2. a Participating Renter in their participation in the Scheme, where a Renter successfully applies to do so in accordance with these terms and conditions.
- 2.2. The Terms continue to apply to the extent relevant to a Renter and/or Participating Renter participating in the Scheme.
- 2.3. If there is any inconsistency between this Addendum and the rest of the Terms, this Addendum will prevail to the extent of the inconsistency. In all other respects, the Terms will continue to apply.

3. Renter participation in the Scheme

- 3.1. To apply to participate in the Scheme, each Renter listed in the bond in relation to the first residential rental agreement must:
- 3.1.1. meet the eligibility criteria set out in section 423G(2) of the Act;
 - 3.1.2. agree to the terms and conditions set out in this Addendum;
 - 3.1.3. be listed in the bond lodgement form in relation to the second residential rental agreement;
 - 3.1.4. consent to receiving electronic communications and notifications from the State, RTBA and/or its service providers under or in connection with the Scheme; and
 - 3.1.5. agree to any other reasonable requirement communicated by the State with respect to participating in the Scheme, including any guidance set out in the Guidelines.

4. Participating Renter's obligations and warranties

- 4.1. Each Participating Renter must meet the obligations and provide the warranties set out in this clause 4.

Obligations

- 4.2. The Participating Renter must:
- 4.2.1. pay all applicable fees, charges and costs with respect to their participation under or in connection with the Scheme;
 - 4.2.2. repay any debt owed to the State within 8 weeks from receiving the notification from the State, or otherwise in accordance with a payment plan; and
 - 4.2.3. meet any other requirements as set out in or otherwise required by the Act and the Guidelines.

Acknowledgements

- 4.3. The Participating Renter acknowledges that:
- 4.3.1. any payment made by the State on behalf of a Participating Renter under the Scheme will be a debt due to the State and payable by the Participating Renter; and
 - 4.3.2. if the Participating Renter's debt with respect to the guaranteed bond becomes overdue, any fees, charges and costs associated with

recovering that debt (including fees, charges and costs associated with engaging an external debt collector) will also be a debt due to the State and payable by the Participating Renter.

Warranties

- 4.4. The Participating Renter warrants that:
 - 4.4.1. all relevant details and personal information that the Participating Renter has provided and will provide in relation to the Scheme are, to the best of their knowledge, true, complete and accurate; and
 - 4.4.2. they are listed on the bond lodgement form for the amount of bond held in relation to the first residential rental agreement.

5. Payment plans if debt incurred

- 5.1. This clause 5 applies if:
 - 5.1.1. the State has guaranteed the Participating Renter's bond in accordance with the Act and this Addendum; and
 - 5.1.2. the Participating Renter incurs a debt with respect to the bond which has been guaranteed by the State in accordance with the Act.
- 5.2. If this clause 5 applies, then the Participating Renter:
 - 5.2.1. will be notified about the debt; and
 - 5.2.2. must repay the debt in accordance with the Act, the Guidelines, and any payment plan issued by the State from time to time.

6. Privacy

- 6.1. The Residential Tenancies Bond Authority's privacy policy applies to all collection, use, disclosure, destruction and de-identification of personal information. Further, the privacy collection statement is available below.

7. Defined terms and interpretation

7.1. In this Addendum:

Guidelines means the Transfer of Bond Guidelines issued by the Secretary of the Department of Government Services under section 423D of the Act, as updated from time to time.

Participating Renter means a Renter that has successfully applied to participate in the Scheme in accordance with this Addendum.

Scheme means the transfer of bond scheme established in Division 3A of Part 10 of the Act.

State means the State Government of Victoria.

7.2. To avoid doubt:

7.2.1. All other capitalised terms in this Addendum have the meaning given to them in the Terms.

7.2.2. In this Addendum, the term **Act** has the same meaning as in the Terms and includes the *Residential Tenancies (Transfer of Bond Scheme) Regulations 2026* (Vic).

7.2.3. A term that is defined in the Act but is otherwise not capitalised in this Addendum has the meaning given to that term in the Act.

7.3. This Addendum may be amended by giving notice to Participating Renters. Any amendment will take effect immediately upon receipt of the notice by the Participating Renter or on the date specified in the notice.

Privacy Collection Notice

Overview

The Residential Tenancies Bond Authority (**RTBA**, we, us) is committed to protecting your privacy and any personal information we collect about you in accordance with the [RTBA's privacy policy](#), and the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**) and *Residential Tenancies Act 1997* (Vic) (**RT Act**).

How we collect your personal information

We may collect personal information either directly from you (as a renter) or indirectly from your rental provider, including where you or your rental provider submits a bond transaction form, application form to participate in the transfer of bond scheme, or contacts us. The personal information we may collect includes your

name, date of birth (for individual renters), contact details (e.g., email address and phone number), and payment details.

If a rental provider provides us with personal information about another person (e.g., personal information about a renter whose bond transaction form the rental provider is managing on their behalf), we ask that the rental provider provide that renter with a copy of this privacy collection statement. We may also collect personal information about renters from other people and organisations, such as when carrying out an investigation or enforcement, obtaining your contact details from a public database, or when verifying your identity using identity verification services provided by Service Victoria.

Why we collect your personal information and how we may use it

We collect personal information from you to:

- undertake bond lodgement;
- perform transfer and repayment functions;
- assess your application and eligibility to participate in the transfer of bond scheme;
- perform functions under or in connection with the transfer of bond scheme (e.g., to notify you about, and enforce repayment of, a debt if your bond has been guaranteed under the scheme and you incur a debt with respect to that; and
- fulfil any other functions under or in connection with the RT Act.

How we use your personal information

We may use your personal information to carry out the functions described above, and for purposes which are related to our functions, including for example:

- providing you with information or advice, answering your enquiries, seeking feedback on matters, and keeping your contact details up to date;
- carrying out our administrative, enforcement, planning, quality control, educational and research activities; and
- complying with our obligations under the RT Act and PDP Act, and other any applicable laws, rules, regulations, lawful and binding determinations, decisions or directions (including of a regulator or a court).

If you or your rental provider does not provide us with the personal information we have requested, we may not be able to provide you or your rental provider with our

services. Where it is possible for you to remain anonymous, for example, if you make a general enquiry, you may choose not to provide us with your personal information.

How we share your personal information

We may share your personal information with third parties to carry out the functions described above, including to:

- contractors or service providers, including web hosting providers, IT systems administrators, payment processors, electronic network administrators, and debt collection agencies;
- organisations that provide archival, auditing, banking, delivery, or research services to us;
- professional advisors, such as accountants, lawyers, business advisors and consultants;
- other organisations, including Victorian State government departments and agencies, for the purposes of complying with our functions, or exercise of our powers, under the RT Act or another applicable law. For example, we may share your personal information with the:
 - Department of Government Services (including its Ministers, Secretary and personnel) to support our functions, exercise of powers, and activities; and
 - State Revenue Office in relation to any unclaimed money;
- law enforcement about a criminal matter or serious improper conduct; and
- a court during any criminal proceedings, or proceedings under the RT Act.

We may also provide your aggregate or de-identified personal information to the Director of Housing for use in research, statistics, and public education activities.

Our contact details

If you have any questions about how we will handle your personal information, or would like to gain access to the personal information we hold about you, you can contact us using the details below. For more information on how we handle personal information generally, please see [RTBA's privacy policy](#), which includes details about how you can contact us or make a complaint in relation to your personal information.

Further information is available:

- [Residential Tenancies Bond Authority information page hosted by Consumer Affairs Victoria](#)
- <https://www.vic.gov.au/portable-bonds>

Last updated 1 July 2026.