



**1 Tenancy Details** \*Mandatory  Please Tick: PLEASE USE BLACK INK WHEN COMPLETING FORM

Address	Retail Bond Number
Postcode	

**2 Tenant(s)** \*Mandatory

Name(s)	
Mobile Phone No.	Email

**3 Landlord** \*Mandatory Self Managing the rented premises? Yes  Or No

Landlord Name(s)	Contact First Name	Contact Last Name
Address	Postcode	
Work Phone	Mobile Phone	
Email Address		
Signature	Date / /	

**4 Managing Agent** \*Mandatory Agency will be managing the rented premises? Yes  Or No

Name	Property-Corporation Licence No.
Address	Postcode
Work Phone	Mobile Phone
Email Address	
Signature	Date / /

**5 Approval** \*Mandatory This section must be completed by the **previous** managing agent or owner registered with our office.

Name of Agency or Owner	
Email	Mobile Phone No.
Signature	Date / /

**Send completed form to:**

Email: [weagree.bonds@smallbusiness.nsw.gov.au](mailto:weagree.bonds@smallbusiness.nsw.gov.au) Fax: (02) 8222-4816 Post: Retail Bonds, GPO Box 5477, Sydney NSW 2001

**Any Enquiries** Please Contact: Office of the NSW Small Business Commissioner

## Retail Bonds

**Hours** 8.30am - 5.00pm Monday to Friday

**WeAgree Online Retail Bond System** [weagree.nsw.gov.au](http://weagree.nsw.gov.au)

**Telephone** **Retail Bond Information**  
1300 153 335

**Email** [weagree.bonds@smallbusiness.nsw.gov.au](mailto:weagree.bonds@smallbusiness.nsw.gov.au)

**Website** [smallbusiness.nsw.gov.au](http://smallbusiness.nsw.gov.au)

### 1 & 2 Tenancy Details and Tenant/s

These sections should be completed for confirmation of the retail bond details.

The Retail Bond Number MUST be shown on this form. Failure to show this number may result in unnecessary delay in the processing of Change of Managing Agent/Landlord details.

### 3 & 4 New Owner and New Managing Agent

Full details should be provided for the new owner and/or new managing agent.

Even if there is no change in either the owner or the managing agent registered with our office, their details should be provided.

The Property-Corporation Licence number is the agency's licence number as shown on the Fair Trading and Onegov websites.

### 5 Approval

In order for the change of ownership or management to be registered, the OSBC must confirm the authority of the party instructing the change.

### 6 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 (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.

**THIS FORM IS TO BE USED SOLELY TO ADVISE OUR OFFICE OF CHANGES IN PROPERTY MANAGEMENT BY AGENTS AND/OR CHANGES IN PROPERTY OWNERSHIP BY LANDLORDS. DELAYS IN NOTIFYING OUR OFFICE OF CHANGES IN PROPERTY MANAGEMENT OR OWNERSHIP CAN CAUSE INCONVENIENCE WHEN CLAIMING REFUNDS OF RETAIL BONDS.**