**Letter to landlord about lodging bond with RTBA**

1. Use this letter if you are listed as the renter on the rental agreement and your landlord has not lodged your bond with the Residential Tenancies Bond Authority within 10 business days.

2. Fill in your details.

3. Delete this cover page and the instructions and examples in the letter itself before you send the letter to your agent or landlord (who is officially called the rental provider).

4. If you have a real estate agent acting on behalf of your landlord, you should send this letter to the agent. Send the letter to the landlord if they do not use a real estate agent.

*[Date]*

*[Agent/landlord name]*

*[Agent/landlord address]*

**By email:** *[agent/landlord email address]*

Dear *[name of agent or landlord]*

**Renter:** *[names of all renters named on the lease]*

**Rented Premises:** *[address of rental]*

**Notice to rental provider to lodge bond with RTBA**

I am writing to ask that you lodge my bond with the Residential Tenancies Bond Authority (RTBA), as required under the *Residential Tenancies Act 1997* (Vic) (RTA).

Under section 406 of the RTA, you were required to lodge my bond with the RTBA within 10 business days of receiving it. Failure to lodge a bond with the RTBA within this time frame is against the law.

I ask that you lodge my bond with the RTBA within 7 days of receiving this letter.

If you do not lodge my bond within 7 days, I may report you to Consumer Affairs Victoria, which has the power to fine or prosecute you. I may also start proceedings at Rental Dispute Resolution Victoria.

Yours sincerely,

*[Name/s]*

*[Address]*

*[Phone/s]*

*[Email/s]*