Letter 5: Bond refund request

Use this after you have moved out and returned the keys, to ask for your bond back.

LETTER TEXT: REPLACE EVERYTHING IN [BRACKETS]

[Your full name]
[Forwarding address]
[Your phone / email]
[Date]

To: [Landlord / Property manager name]

Subject: Bond refund - [Property address]

Dear [Name],

My tenancy at the above address ended on [date], and I returned the keys on [date]. The property was left clean and in the same condition as when I moved in, apart from fair wear and tear.

I request the full return of my bond of $[amount] (bond lodgement number: [number]). Please sign the bond release form / confirm your agreement with the state bond authority by [date].

My bank details for the refund are: [account name, BSB, account number].

If you intend to claim any amount, please send me an itemised list with evidence (photos, quotes or receipts) and the final inspection report, so I can respond.

Thank you,
[Your name]

Before you send: Send your bank details only to the landlord or agent named on your lease, never to an unknown address. Attach your move-out photos, the entry and exit condition reports, and cleaning receipts. In most states a bond claim also goes through the state bond authority, so lodge the official form as well.

General information only, not legal advice. Rules vary by state and territory, so check your state regulator before sending. Free to use. cosyrental.au