

Security Deposit Disbursement Application

This form is approved by the Director of Consumer Affairs and Fair Trading for the purpose of section 45 of the *Residential Parks Act 2026*

This approved form is used to apply to the Rental Deposit Authority for the release of the security deposit at the end of a residential park agreement.

This form may be used where:

- the resident and park owner agree on how the security deposit is to be distributed; or
- one party seeks the release of the security deposit and the other party has not yet agreed to the proposed disbursement.

Where a park owner seeks to retain any part of the security deposit, the form must specify the basis for the claim. Under the Act, deductions may only be claimed for the reasons set out in section 44, namely outstanding rent and the reasonable costs of replacing unreturned keys or locks, and/or removing refuse or abandoned property from the site. If the other party does not endorse this application, the Rental Deposit Authority may disburse it, or refer it to the Commissioner, depending on the circumstances.

Instructions on how to complete the form

1. Complete all resident and park owner details, provide the security deposit amount and specify how the deposit is to be disbursed.
2. If claiming any part of the deposit, provide details of the claim and attach supporting evidence. Claims are limited to the grounds specified in section 44 of the Act.
3. Sign and date the declaration and lodge the completed form with the Rental Deposit Authority.

How to lodge this form

Complete this form and return it to the Rental Deposit Authority, along with any required supporting documentation as soon as practicable after the end of the agreement. Retain a copy of the completed form and supporting documents for your records.

- Email: RDA@justice.tas.gov.au
- Mail: PO Box 56, Rosny Park, TAS 7018

Residential park agreement details

Residential park details

Name of residential park

Address of residential park

Park owner details

Name of park owner

Address for service

Resident details

Resident name

Site number/ site description of rented property

Email

Phone

Security deposit details

Amount of security deposit paid

RDA reference number

Application made by

☐

Park owner

☐

Resident

☐

Park owner and
resident

Proposed disbursement amount of security deposit

Park owner

Resident

Basis for costs in disbursement

Tick all that apply:

☐

Replacement of keys supplied to the resident that were not returned

☐

Outstanding rent

☐

Replacement of locks that use keys supplied to the resident that were not returned

☐

Reasonable cost of removing refuse or abandoned property

Details of basis

Agreement of all parties (optional)

☐

This application is endorsed by all parties to the residential park agreement (if ticked, all parties must sign below)

Signature of park owner

Printed name

Date

Signature

Signature of resident

Printed name

Date

Signature