

Lodge a Bond

To lodge a new bond, click on **Lodge Bond** from the Main Menu.



The Bond Lodgement Form screen will display. Enter the rented premises details into the form, ensuring that all mandatory fields are complete.

Bond Lodgement Form

[← BACK TO BONDS](#)

● Premises ○ Parties ○ Summary

Rented Premises Details

Unit Select property from list, start typing to search: *

Dwelling Type * No. of Bedrooms *

Type *

The property address field is a search field, which will search for existing ACT addresses as you start typing. When selected the address block key, section and block number will display underneath.


Select 'Residential' or 'Occupancy' from the **Type** drop down list. For a definition of an Occupancy Agreement see Section 71C of the [Residential Tenancies Act 1997](#).

Enter the Bond and Tenancy details ensuring that all mandatory fields are complete. Then click **Next**.

Bond and Tenancy Details

Weekly Rent Amount *	Whole Bond Amount *
<input type="text" value="\$450.00"/>	<input type="text" value="\$1,800.00"/>

Tenancy Commencement Date *



[NEXT](#)

On the Parties page, enter the tenant details. To add multiple tenants, click + **Add Tenant**.

Bond Lodgement Form

[← BACK TO BONDS](#)

Premises **Parties** Summary

Tenant 1 Details

Tenant 1 First Name *	Tenant 1 Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Contact Phone *
<input type="text"/>	<input type="text"/>

[+ ADD TENANT](#)

Once all mandatory fields are completed, click **Next**.



Finally, the Bond Lodgement Summary page will display.

Premises	Parties	Summary
Bond Lodgement Summary		
Rented Premises Details		
Rented Premises Address	145 DUFFY STREET, AINSLIE ACT 2602	
Section	106	
Block	11	
Unit		
Dwelling Type	Separated House	
Type	Residential	
Number of Bedrooms	4	
Bond and Tenancy Details		
Weekly Rent Amount	\$ 450.00	
Whole Bond Amount	\$ 1,800.00	
Tenancy Commencement Date	20/09/2018	

Once all details have been reviewed, tick the confirmation checkbox and click **Submit**.

I confirm that these details are correct at the time of lodgement

[BACK](#) [SUBMIT](#)

The following confirmation message will display. Click **View Payment Details**.

Bond Raised [← BACK TO BONDS](#)

You have successfully raised Bond #1000391. The status will change to Lodged once payment has been received and reconciled. You can view your payment details by clicking the button below or by going to [view your bond](#).

[VIEW PAYMENT DETAILS](#)

The Bond Payment screen will display. Click **Submit** to view and lock in unique payment details for this bond lodgement.

Bond Payment

[← BACK TO BONDS](#)

Once the payment has been received and reconciled the bond/s will be marked as **Lodged**.
A receipt for each bond will then be emailed to the responsible party and the tenant/s.

When paying the bond ensure the direct deposit details below are used. Please note these details change for each payment. To help us process your payment, the bond number is to be used as the transaction description.

The first bond number should be used as the transaction description for a bulk payment. This payment will be declined if the amount is not equal to the total amount due for all bonds.

To help us process your payment, please make sure the Account Details are correct and entered as the Transaction Description.

Please note ALL bonds in a multiple bond payment will not be processed if an incorrect amount or account details are entered.

Bonds

BOND	TENANT/S	PREMISES	BOND AMOUNT
1000391	Timmy Tenant	45 FLINDERS WAY, GRIFFITH ACT 2603	\$2,800.00
Total Payable			\$2,800.00

You must click Submit in order to view direct deposit details for the bond.
Upon submission the bond/s will be marked as *Raised - Payment Pending*.

CANCEL

SUBMIT 

The unique direct deposit details will display. Please make payment through your financial institution's banking service.

Direct Deposit	
Account Name	ACT Rental Bonds
BSB	123-456
Account Number	163 602 762

The bond will now be listed in 'Raised – payment pending' status.

ALL	RAISED	LODGED	REFUND PENDING	REFUNDED	UNCLAIMED
BOND NO.	TENANT/S	PREMISES	AMOUNT	DATE RAISED	STATUS
1000391	Timmy Tenant	45 FLINDERS WAY, GRIFFITH ACT 2603	\$2,800.00	15-11-2018	Raised - Payment Pending \$

Once payment is received and reconciled by the Rental Bonds Unit, a receipt will be emailed to the property manager/lessor and tenant/s and the bond will transition to 'Lodged' status.

Payment reference details can be viewed again by clicking on the \$ icon or through the Pending Payments menu item.

ALL	RAISED	LODGED	REFUND PENDING	REFUNDED	UNCLAIMED
BOND NO.	TENANT/S	PREMISES	AMOUNT	DATE RAISED	STATUS
1000278	Timmy Training	145 DUFFY STREET, AINSLIE ACT 2602	\$1,800.00	20-09-2018	Raised - Payment Pending 



Disclaimer

All identity information used in this document depicts fictitious operations with sample data used to develop sample processes for the Rental Bonds Portal. Any resemblance to actual names, addresses, contact numbers, rental values or bond amounts is coincidental.