



ACT
Government

Chief Minister, Treasury and
Economic Development

RENTAL BONDS PORTAL

Agent user guide for how to
lodge a bond

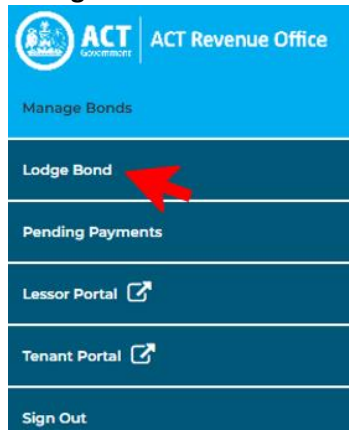
ACT Revenue Office
July 2026



Lodge a Bond

Agents can use the process to lodge a bond.

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



1. 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

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Premises

Parties

Summary

Rented Premises Details

Unit

Select property from list, start typing to search: *

Dwelling Type *

No. of Bedrooms *

Type *

Note: 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.

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

Type *

Residential

Please select

Occupancy

Residential



2. 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 *
\$ 0.00	\$ 0.00
Tenancy Commencement Date *	
09-07-2026	

CANCEL

NEXT

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

Bond Lodgement Form

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Premises **Parties** Summary

Tenant 1 Details

Please only list one tenant per field

Tenant 1 First Name *	Tenant 1 Last Name *
ACT Digital ID Email *	ACT Digital ID Phone *

+ ADD TENANT

4. Enter the **Principal Lessor Details**. To add multiple lessors, click **+ Add Lessor**

Principal Lessor Details

Please only list one lessor per field

Email Address *	
Please Enter Lessor Email Address	
Principal Lessor First Name *	Principal Lessor Last Name *
Phone Number *	
Postal Address *	
Please Enter Postal Address	

ENTER MANUAL ADDRESS

+ ADD LESSOR

BACK

NEXT



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



6. The Bond Lodgement Form page will appear with a summary of the bond details.

Bond Lodgement Form

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Premises

Parties

Summary

Bond Lodgement Summary

Rented Premises Details

Rented Premises Address	111 LONDON CIRCUIT, CITY ACT 2601
Section	48
Block	31
Dwelling Type	Separated House
Occupancy Type	Residential
Number of Bedrooms	4

Bond and Tenancy Details

Weekly Rent Amount	\$ 450.00
Whole Bond Amount	\$ 1,800.00
Bond Amount Paid	\$ 0.00
Tenancy Commencement Date	09/07/2026

Tenant 1 Details

Tenant 1 First Name:	Tenant
Tenant 1 Last Name:	One
ACT Digital ID Email:	TenantOne@guide.com.au
ACT Digital ID Phone:	04 1111 2222

Managing Agency Details

Agency	Agents R US
Agency Licence Number	90000200
Email	lt@email.com
Contact Phone	04 1234 1515

Principal Lessor Details

Principal Lessor First Name	Lessor
Principal Lessor Last Name	One
Email Address	Lessor@pond.com
Contact Phone	02 8888 8888
Postal Address	Katoomba Street 1000, BELCONNEN ACT 2914

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

BACK

SUBMIT

7. 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

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

Bond Raised

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You have successfully raised Bond #1039099. 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](#)

9. The Bond Payment screen will display. Click **Submit**.

Bond Payment

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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.

Please note ALL bonds in a multiple bond payment will not be processed if an incorrect Amount or Account Details are entered.

Amount to be paid

BOND	TENANT/S	PREMISES	BOND AMOUNT
1039105	Tenant One	111 LONDON CIRCUIT, CITY ACT 2601	\$ 1,800.00
Amount to be paid			\$ 1,800.00

You must click **Submit** in order to view direct deposit details for the bond.
Upon submission, bond/s not already Lodged will be marked as **Raised - Payment Pending**.

[CANCEL](#)
[SUBMIT](#)

10. Unique direct deposit payment details for the bond will display. Payment of the bond should be made through your financial institution's banking service.

Direct Deposit

Account Name

ACT Rental Bonds

BSB

123-456

Account Number

599 193 135



On the **Manage Bonds** page, the bond will have a **'Raised – payment pending'** status.

Manage Bonds

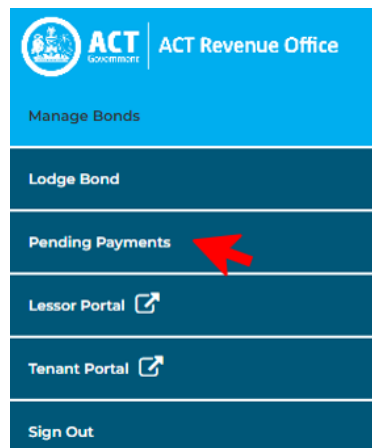
Bond No.	Tenant	Premises	Agency	SEARCH		
ALL	RAISED	LODGED	REFUND PENDING	IN DISPUTE	REFUNDED	UNCLAIMED
☐	BOND NO.	TENANT/S	PREMISES	AMOUNT	LODGE DATE	STATUS
1039099	Sam Smith	111 LONDON CIRCUIT, CITY ACT 2601	\$ 1,800.00	07-07-2026	Raised - Payment Pending	\$

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

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

Manage Bonds

Bond No.	Tenant	Premises	Agency	SEARCH		
ALL	RAISED	LODGED	REFUND PENDING	IN DISPUTE	REFUNDED	UNCLAIMED
☐	BOND NO.	TENANT/S	PREMISES	AMOUNT	LODGE DATE	STATUS
1039099	Sam Smith	111 LONDON CIRCUIT, CITY ACT 2601	\$ 1,800.00	07-07-2026	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.