

## How to Request a Refund as a Managing Agent

Open the required bond in 'Lodged' status from the Manage Bonds home screen, by clicking on the bond number.

BOND NO.	TENANT/S	PREMISES	AMOUNT	LODGEMENT DATE	STATUS
1000169	Danny Dean	10 AMOS PLACE, KAMBAH ACT 2902	\$ 2,000.00	07-05-2019	Lodged

The bond summary page will display. Click on the ellipsis icon in the top menu bar.

### Bond 1000169

10 AMOS PLACE, KAMBAH ACT 2902

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☰ SUMMARY
⊙ HISTORY
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#### Bond and Tenancy Details

Status:	Lodged	AVO:	No
Lodgement Date:	07-05-2019	Housing Loan:	No
Bond Amount Paid:	\$ 2,000.00		

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Bond Type:	Residential
Tenancy Commencement Date:	07-05-2019
Whole Bond Amount:	\$ 2,000.00
Weekly Rental Amount:	\$ 500.00
Created Date:	07-05-2019

Click on **Request Refund**.

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**REQUEST REFUND**
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**RESEND RECEIPT**







## 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.*