



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# RENTAL BONDS PORTAL

Lessor user guide for how to  
lodge a bond

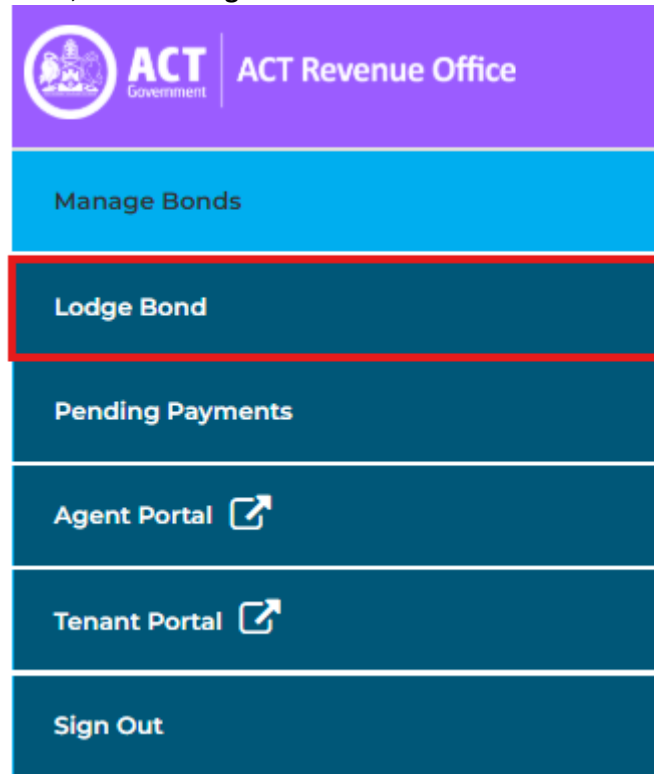
ACT Revenue Office  
July 2026



## Lodge a Bond

Lessors 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

● Premises

○ Parties

○ Summary

[← BACK TO BONDS](#)

**Rented Premises Details**

Unit

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

Select 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.

- 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

- 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="\$ 0.00"/> | <input type="text" value="\$ 0.00"/> |

Tenancy Commencement Date \*

CANCEL

NEXT

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

**Bond Lodgement Form**

Premises

**Parties**

Summary

[← BACK TO BONDS](#)

**Tenant 1 Details ⓘ**

Please only list one tenant per field

|                        |                        |
|------------------------|------------------------|
| Tenant 1 First Name *  | Tenant 1 Last Name *   |
| <input type="text"/>   | <input type="text"/>   |
| ACT Digital ID Email * | ACT Digital ID Phone * |
| <input type="text"/>   | <input type="text"/>   |

[+ ADD TENANT](#)

- If you have an additional lessor, click add lessor. **Note:** An additional lessor is purely for record keeping. All correspondence will go to the Principal Lessor.

## Bond Lodgement Form

[← BACK TO BONDS](#)

Premises

Parties

Summary

**Tenant 1 Details**

Please only list one tenant per field

Tenant 1 First Name \*

John

Tenant 1 Last Name \*

Jones

ACT Digital ID Email \*

John.Jones@mailsac.com

ACT Digital ID Phone \*

04 3344 4456

[+ ADD TENANT](#)[+ ADD LESSOR](#)

BACK

NEXT

**Additional Lessor 1 Details**

Please only list one lessor per field

Additional Lessor 1 First Name \*

Additional Lessor 1 Last Name \*

Email Address \*

Phone Number \*

Postal Address \*

Please Enter Postal Address

[REMOVE](#)[+ ADD LESSOR](#)

BACK

NEXT

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

NEXT

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



## Bond Lodgement Form

[← BACK TO BONDS](#)



### Bond Lodgement Summary

#### Rented Premises Details

|                         |                                        |
|-------------------------|----------------------------------------|
| Rented Premises Address | 191 ANKETELL STREET, GREENWAY ACT 2900 |
| Section                 | 19                                     |
| Block                   | 11                                     |
| Dwelling Type           | Flat/Unit                              |
| Occupancy Type          | Residential                            |
| Number of Bedrooms      | 99                                     |

#### Bond and Tenancy Details

|                           |            |
|---------------------------|------------|
| Weekly Rent Amount        | \$ 100.00  |
| Whole Bond Amount         | \$ 400.00  |
| Bond Amount Paid          | \$ 0.00    |
| Tenancy Commencement Date | 09/07/2026 |

#### Tenant 1 Details

|                       |                        |
|-----------------------|------------------------|
| Tenant 1 First Name:  | John                   |
| Tenant 1 Last Name:   | Jones                  |
| ACT Digital ID Email: | John.Jones@mailsac.com |
| ACT Digital ID Phone: | 04 3344 4456           |

#### Principal Lessor Details

|                             |                                   |
|-----------------------------|-----------------------------------|
| Principal Lessor First Name | Lessor                            |
| Principal Lessor Last Name  | User                              |
| Email Address               | lessoruser@email.com              |
| Contact Phone               | 12 3123 1231                      |
| Postal Address              | 12 BRUNTON ST, WANNIASSA ACT 2903 |

☐ 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

[← BACK TO BONDS](#)

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

[← 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.

**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                        |
|---------|------------|----------------------------------------|------------------------------------|
| 1039106 | John Jones | 191 ANKETELL STREET, GREENWAY ACT 2900 | \$ 400.00                          |
|         |            |                                        | <b>Amount to be paid \$ 400.00</b> |

**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

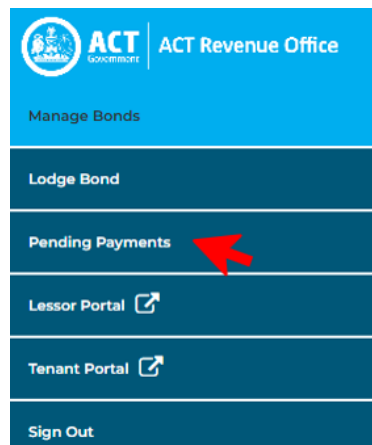
| Bond No.                 | Tenant     | Premises                                  | Agency         | SEARCH     |            |                                |
|--------------------------|------------|-------------------------------------------|----------------|------------|------------|--------------------------------|
| ALL                      | RAISED     | LODGED                                    | REFUND PENDING | IN DISPUTE | REFUNDED   | UNCLAIMED                      |
| <input type="checkbox"/> | BOND NO.   | TENANT/S                                  | PREMISES       | AMOUNT     | LODGE DATE | STATUS                         |
| 1039106                  | John Jones | 191 ANKETELL STREET,<br>GREENWAY ACT 2900 | \$ 400.00      | 09-07-2026 |            | Raised -<br>Payment<br>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                      |
| <input type="checkbox"/> | BOND NO.   | TENANT/S                                  | PREMISES       | AMOUNT     | LODGE DATE | STATUS                         |
| 1039106                  | John Jones | 191 ANKETELL STREET,<br>GREENWAY ACT 2900 | \$ 400.00      | 09-07-2026 |            | Raised -<br>Payment<br>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.*