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## Approved bond forms

The approved forms for lodgement, disposal and variation of tenancy security bonds are available via the Bonds Agent Portal or from the Department's [website](#).

Property managers should use the Bonds Agent Portal as it allows users to pre-fill many of the required fields. The portal also provides access to administration functions by enabling property managers to directly access information about bonds the Department holds for them.

The Bond Agent Portal allows forms to be automatically processed. To assist in the automated processing, property managers are requested to:

- Please leave blank fields blank. Do not cross or otherwise mark empty parts of the form or put dashes in empty boxes - just leave them blank.
- Even if one of the form's pages is entirely blank, please include it as part of the scanned lodgement.
- Please do not put a dot in the centre of, or slashes through, zeros.
- For the lessor/park owner address field, please do not put 'C/O Agent' followed by the agent's address. Leave the field blank or include the lessor/park owner's actual address.

More information on security bonds is available on the Department's [website](#). If you would like more information on the Bonds Agent Portal, please contact the Bond Administrator on 9282 0829 or via email at [bondadmin@commerce.wa.gov.au](mailto:bondadmin@commerce.wa.gov.au)

## Contacts

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