1. Internet **search** www.cbos.tas.gov.au

2. Click on the **Housing** 🏠 icon.

3. Click on the **MyBond** tab.

4. Click on the 🏠 **Owners** tab.

5. Click on the **Login to MyBond** button.

    The login screen is displayed.

6. Enter your **Username** and **Password**.

7. Click on the **Log in** button.

    The Bond List Search screen is displayed.

8. Click on the **Search** button.

    A list of bonds will be displayed.

9. If not found, click on the **Lodge New Bond** button.

10. Enter the tenancy start date and tenancy end date.

11. Enter the **Weekly rental amount**.

12. Enter the **Total bond amount**.

Note: The total bond amount cannot be more than 4 times the weekly rental amount.

13. Enter the **Number of Bedrooms**.

14. Select the **Type of Premises**.

15. Select **Housing Type**.

16. Enter the **Address.**

Note: If address is not found, check **Address Manually**, and add the address details.

Adding a Tenant using Tenant ID or Email

1. Enter the **Tenant ID** or **Email Address**.

2. Click on the **Search for existing tenant** button.

Match Found

1. Click on the **Yes, they match** button.

No Match Found

1. Check ☑ **Tenant has not provided Tenant ID or email address**

2. Enter the tenant's **Last Name**.

3. Enter the tenant's **Mobile Phone Number**.

4. Click on the **Search for existing tenant** button.

5. Click on the **Yes, they match** button.

No Match found

After searching for a tenant using Tenant ID, Email Address or Mobile phone number and no match is found, an agent can create a new tenant.

No match was identified. Please enter the Tenant's details.

Search Again   **Create new tenant**

1. Click on **Create new tenant** .

2. Enter the details of the tenant.

Tenant has no email address or mobile number

Phone the RDA on 1300 654 499, to get Tenant ID.

Deposit Contributor assisting this tenant?

3. Yes – Select the Deposit Contributor, enter the PRA number if available, if not known type TBA

4. Enter the Tenant Contribution.

5. Enter the Deposit Contributor contribution, if applicable.

6. If required, click on the **Add another tenant** button, and complete details.

7. Once **Contributions to be entered** = $0.00

8. If all details are entered click on the **Next** button or if not ready to submit click on the **Save** button.

The **Save** button will place the bond into the status of **Lodgement in Progress** allowing the user to come back and edit the bond before submission.

The **Next** button will display the bond details to allow checking before submission

NOTE: If the bond is in the status **Lodgement in Progress,** no payment of bond can be processed. The bond must in the status of **Pending Payment** before a payment can be processed.

6. Review the details, click on the **Submit** button.

7. If you wish to make changes click on **Edit** .

8. If you wish to **Cancel** the bond, click on the **Cancel bond and reimburse contributions** button.

    This is an overnight process.