




1. Internet search [www.cbos.tas.gov.au](http://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. Enter the Bond Number, Street or Tenant Name.
9. Click on the **Search** button.
10. Click on the **Details** link.
11. Click on the **Bond Tenant Transfers** tab.
12. Click on the **Add tenant transfer** link
13. Click on the **Select** link next to the **Outgoing Tenant**.

*The Tenant is moved into the Outgoing Tenant*

**Outgoing Tenant**

Name: Test tenant Beth  
 Transfer response due date:  
 Contribution: \$400.00

## 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.

## Adding a Tenant using Mobile

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.

### Match Found

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.

The tenant will need to register themselves through the tenant registration process on the CBOS website.

<https://cbos.tas.gov.au/topics/housing/mybond/tenants>

## Incoming Tenant

Tenant ID: 175144716  
 Tenant name: Test Tenant Monisha  
 Payment due date:  
 Tenant payment method:  Agency will be collecting money from this tenant  
 Agency will NOT be collecting money from this tenant  
 Clear tenant details  
 Save Return

6. Click on the **Save** button.
7. Click on the **Lodge Transfer** button.

## Bond Tenant Transfer Details

Tenant transfer status: Lodged  
 Date initiated: 02/05/2019  
 Date completed:

## Outgoing Tenant

Name: Test tenant Beth  
 Transfer response due date: 16/05/2019  
 Contribution: \$400.00

## Incoming Tenant

Tenant ID: 175144716  
 Tenant name: Test Tenant Monisha  
 Payment due date:  
 Tenant payment method:  Agency will be collecting money from this tenant  
 Agency will NOT be collecting money from this tenant

**Info:**  
• Tenant transfer lodged.

Withdraw Transfer Return

*The Tenant Transfer has been lodged,*

8. The Incoming Tenant must pay the Agency or online or at Service Tasmania.
9. The Outgoing Tenant must log on and **Approve** the transfer.

## Withdraw Transfer

The transfer can be withdrawn before any payments have been made.