



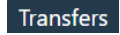












1. Internet search www.cbos.tas.gov.au
2. Click on the **Housing**  icon.
3. Click on the **MyBond** tab.
4. Click on the  **Agents** tab.
5. Click on the  button.
The login screen is displayed.
6. Enter your **Username** and **Password**.
7. Click on the  button.
8. Click on the  tab.
9. Click on the  button.
10. Click on the **Add New** link.
11. Enter the **Agency/Owner ID** in the **Receiving Party Agency/Owner ID**.

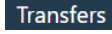

If you don't know the Agency or Owner ID, phone the RDA 1300 654 499.

Receiving Party

Agency/Owner ID: 

12. Click on the  button.
The Agency/Owner ID details are displayed.
13. In the **Search and Select Bonds** either click on the  button to display all your bonds or enter in search criteria and click on the  button.
A list of bonds is displayed.
14. Either click on the  link or click on **Select** link against each individual bond to be transferred.
The selected bonds are moved up into the Selected Bonds list.
15. If you have selected an incorrect bond, click on the **Remove** against each individual bond to be removed or click on the  link.
16. Click on the  button.

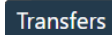
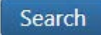

Withdraw a Management Transfer


1. Click on the  tab.
2. Click on the  button.
All management transfers are displayed.
3. Click on the **Details** button next to the bond transfer to be withdrawn.
4. Click on the **Withdraw** button.
If the transfer has been approved by the receiving agency/owner the bond cannot be withdrawn.

Receiving Agency/Owner

The receiving agency or owner must Accept or Reject the Transfer for the process to be completed. This will remove the property from your list of bonds and for the property to be displayed in the list of the receiving agency or owner.

After logging into My Bond:

1. Click on the  tab.
2. Click on the  button.
All management transfers are displayed.
3. Click on the **Details** button next to the bond to be transferred. The status will be **Pending**.
4. Click on  button to move the management of the bond.

OR
5. Click on the  button to not accept the transfer of management of the bond.