MyBond – Agency – Tenant Transfers – Variation

For adding or removing tenants to a bond and adjusting their contribution amounts in MyBond. Money must be transferred between the tenants themselves. No money can be transferred through MyBond. There must be at least one continuing tenant.

Obtain written consent

from all tenants whose contribution amounts will be affected by the Tenant Variation process. For example, a Tenant Variation form.

Log in to MyBond

- Internet search www.cbos.tas.gov.au
- Click the Housing 🏠 icon
- Click the MyBond tab
- Click the Property Agents tab
- Click **Login to MyBond**

  The log in screen is displayed
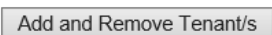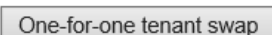
- Enter your username (email address) and password and click **Log in**

  The Bond List Search screen is displayed

Find the relevant bond

- Enter the Bond Number, Street or Tenant name and click **Search**
- Click the Details link next to the bond
- Click **Bond Tenant Transfers** on the left
- Select **Add tenant transfer**

Select the relevant transfer

Add Tenant/s

Remove Tenant/s

Add and Remove Tenant/s

One-for-one tenant swap

If swapping tenants and the tenants are paying through MyBond, see the Quick Reference Guide: MyBond – Agency – Tenant Transfers – Swap

Removing tenant

Check the box next to the tenant/s to be removed.
If not removing any tenants, do not select any boxes.

Adding tenant

Using Tenant ID or Email
- Enter the Tenant ID or Email Address

Using Mobile
- Tick ☐ Tenant has not provided Tenant ID or email address
- Enter the tenant's Last Name
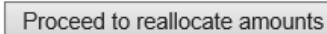- Enter the tenant's Mobile Phone Number

Click **Search for existing tenant**

Match Found

Click **Yes, they match**

No match found

It is likely the tenant is not registered in MyBond. Check with the Tenant or have them register themselves through the tenant registration process on the CBOS website.

Complete all variations

- To add more tenants click **Add Another Tenant**
- When all tenants are selected to be removed and added as required click **Proceed to reallocate amounts**
- Complete the **Amount after variation** boxes to reflect the new contribution amounts the tenants have consented to.

Upload your consent document

- Click browse
- Select your document
- Click **Upload File**
- Click **Save**

Review changes and submit

- To edit the amounts click **Edit**
- To edit the tenants click **Go back and change Tenants**
- To submit the variation later click **Return**
- If your changes are correct click **Submit**

Check details

To ensure the correct tenants are now registered, review the updated details of the Active tenants in Tenant List, or on the Bond Search screen.

The tenants will receive a notification about the changes telling them to contact you if the details are incorrect. If you have made a mistake or have a query, **email** RDA@justice.tas.gov.au.