



# MyBond – Owner – 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](http://www.cbos.tas.gov.au)
- Click the Housing  icon
- Click the MyBond tab
- Click the Property Owners tab
- Click 

The log in screen is displayed


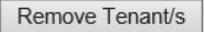
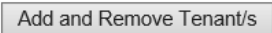

- Enter your username (email address) and password and click 

The Bond List Search screen is displayed

## Find the relevant bond

- Click 
- Click the Details link to the left of the bond
- Click  on the left
- Select 

## Select the relevant transfer

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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

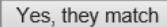
- Enter the Tenant ID or Email Address

## 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 


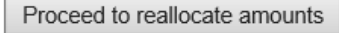

## Match Found

Click 



## No match found

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





## Complete all variations

- To add more tenants click 
- When all tenants are selected to be removed and added as required click 
- Complete the  boxes to reflect the new contribution amounts the tenants have consented to.

## Upload your consent document

- Click browse
- Select your document
- Click 
- Click 

## Review changes and submit

- To edit the amounts click 
- To edit the tenants click 
- To submit the variation later click 
- If your changes are correct click 

## 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](mailto:RDA@justice.tas.gov.au).