



**This information will help you fill out your form.  
Please read it BEFORE you write on the form.**

## How to fill out this form

- ✦ Please use a black or dark blue pen.
- ✦ Print clearly.
- ✦ Make sure you write in all the boxes that apply to you. If you don't there may be a delay in processing the bond money.
- ✦ Call us if you need help — it's free — on 0800-737-666.

Below is an explanation of each section of the form.  
The number of each section is next to the explanation.

### 1 Payment to an existing bond

If your payment is to be added to a bond already lodged with us please supply the bond number. You can call us to find out the number.

### 2 Address of the rented property

**Property ID number** – If you do not know the Property ID number for this property, leave the box blank. It will be on the acknowledgement letter we will send you for the bond. You can also call us to find out the number.

This individual number for the property helps us to be more accurate throughout the bond lodgement and refund process.

**Weekly rent and Type of property** – This information is gathered by the Department of Building and Housing so that the general public and landlords have access to current rental market information through the Department's website. No personal, individual bond or property information will be published there.

### 3 Landlord details

The landlord(s) should complete this section.

This information will assist the Tenancy Services Centre to contact you about this bond and to minimise any delays in paying out/refunding the bond when the tenancy finishes.

PLEASE NOTE: All landlord details provided to the Tenancy Services Centre for this bond (including the Address for Service) will be used as the most current address for all that landlord's properties and bonds.

**Landlord ID number** - If you do not know the Landlord ID number for this landlord, leave the box blank or call us to find out the number.

#### Address for Service

The Address for Service is a street address in New Zealand where notices and other documents relating to the tenancy will be accepted by you, or on your behalf, even after the tenancy has ended.

A PO Box is **not** an Address for Service under the Residential Tenancies Act (1986).

**Email** - email will not be used as an address for service, but may be used by Tenancy Services to contact the landlord.

#### P.O. Box

This is not part of your Address for Service. It is an alternative contact address.

### 4 Tenant details

The tenant(s) should complete this section.

This information will assist the Tenancy Services Centre to contact you regarding this bond and to minimise any delays in paying out/refunding the bond when the tenancy finishes.

#### Address for Service

The Address for Service is a street address in New Zealand where notices and other documents relating to the tenancy will be accepted by you, or on your behalf, even after the tenancy has ended.

A PO Box is **not** an Address for Service under the Residential Tenancies Act (1986).

**Email** - email will not be used as an address for service, but may be used by Tenancy Services to contact the tenant.

#### P.O. Box

This is not part of your Address for Service. It is an alternative contact address.

### 5 Signatures

These signatures are important because they will be matched with the signatures on the Bond Refund form that you will fill out when the tenancy ends.

Names and signatures of landlords and tenants on this Bond Lodgement form will be held at the Tenancy Services Centre.

## If things change - other information about bonds

If there is a change of landlord or tenant during the time the property is rented you must let the Tenancy Services Centre know. If you don't there may be a delay in getting the bond refunded later on. You may also apply to transfer an existing bond to another property if you move.

#### Change of tenant

If there are any changes of tenant, then send a Change of Tenant form to the Tenancy Services Centre within 10 working days, signed by:

- The departing tenant(s)
- The new/continuing tenant(s)
- The landlord/agent

At least one of the original tenants must remain in the tenancy.

#### Change of landlord

If there are any changes of landlord or agent, then send a Change of Landlord/Agent form to the Tenancy Services Centre within 10 working days, signed by:

- The previous landlord/agent(s)
- The new landlord/agent(s)

#### To transfer a bond

When a tenant who has paid a bond moves to another rented property, the bond can be transferred to the new address. You need to send a Bond Transfer form to the Tenancy Services Centre signed by:

- The tenant(s)
- The previous landlord/agent(s)
- The new landlord/agent(s)

#### Getting a Refund

To request your bond when you finish renting the property you need to send a Bond Refund form to the Tenancy Services Centre, signed by:

- The departing tenant(s)
- The landlord/agent

A pre-printed Bond Refund form will be sent to you with your receipt for your bond when you first pay it to the Tenancy Services Centre.

#### Your personal information

The Privacy Act (1993) requires the Department of Building and Housing to inform you that:

- This information will be held by the Department. The information will be used for the purposes of the administration of the Residential Tenancies Act (1986); customer surveys; public education and statistical analysis (in which the parties will not be identified). This information may also be used in the administration of dispute resolution services.
- You have the right to access and correct personal information held about yourself.
- All your personal information on this form will be available to you only. It will not be passed to any other organisation without your consent or unless required by law.

#### Any questions?

If you have any questions about this form or need more information about bonds, please contact our helpdesk at the Tenancy Services Centre on freephone 0800 737 666, fax 04 237 7884 or write to us at P O Box 50-445, Porirua.

Mehemea he pātā āu mō tēnei tuhinga, ā, e pīrangi ana rānei koe ki ētahi atu whakamāramatanga e pā ana ki ngā moni here, kāti, me whakapā mai ki ā mātau kaimahi i te Pokapū Moni Here mā te waea 0800-737-666 me te waea whakaahua 04 237 7884. I tua atu, ka āhei koe ki te tuhi mai ki te mātau, arā, mā te tuhi mai ki te Pouaka Poutāpeta 50-445, i Porirua. Afai e te fia malamalama atili, pe i ai fo'i sau fesili e uiga i tupe ia e muamua ona tologi (Bond), ona e telefoni mai lea i le Ofisa o le Tenancy Services Centre : 0800 737 666, po'o le fax : 04 237 7884, ia po'o lou tusi mai fo'i i le tuatusi: PO Box 50-445, Porirua.

## Other help

All our forms and other information are on our website under Tenancy Services at: [www.tenancy.govt.nz](http://www.tenancy.govt.nz)

If you have questions at any time about your rights and obligations when renting call our tenancy advice freephone:

0800 TENANCY (0800 83 62 62).

## Before you send in your form CHECK:

- Has everyone signed the form?
- Is there an Address for Service for the landlord(s) and tenant(s)?
- Are all the \$ boxes filled in correctly?
- Make sure the correct bond payment is enclosed.



Department of  
Building and Housing  
Te Tari Kaupapa Whare

Tenancy  
Services