

**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 for this tenancy, 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.

No. of bedrooms - If you are only renting a room, the number of bedroom is one.

3 Landlord details

The landlord(s) should complete this section.

This information will assist the Department of Building and Housing to contact you about this bond and to minimise any delays in paying out/refunding the bond when the tenancy finishes.

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

Address for Service

The Address for Service must be 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.

In addition to a street address, a PO Box, fax number, or email address can also be provided to be used as an Address for Service also.

PLEASE NOTE: By providing a PO Box, fax number, or email address, you are authorising the Department of Building and Housing to use these to contact you.

4 Tenant details

The tenant(s) should complete this section.

This information will assist the Department of Building and Housing to contact you regarding this bond and to minimise any delays in paying out/refunding the bond when the tenancy finishes.

Only the tenants who have paid bond money should be recorded here.

Address for Service

The Address for Service must be 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.

In addition to a street address, a PO Box, fax number, or email address can also be provided to be used as an Address for Service also.

PLEASE NOTE: By providing a PO Box, fax number, or email address, you are authorising the Department of Building and Housing to use these to contact you.

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 Department of Building and Housing.

Other information about bonds

If there is a change of landlord or tenant during the time the property is rented you must let the Department of Building and Housing know. If you don't there may be a delay in getting the bond refunded later on. You can also 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 Department of Building and Housing 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 Department of Building and Housing 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 Department of Building and Housing 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 Department of Building and Housing, signed by:

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

Your personal information

Information provided on this form will be held and used by the Ministry of Business, Innovation and Employment for the purposes of administering the Residential Tenancies Act 1986.

This information you supply may also be used for carrying out customer surveys, public education and statistical analysis. We may occasionally provide your information to third parties to carry out this work on our behalf or where it is required by the law. When providing your information to third parties, we will take all reasonable steps to ensure that they do not use your information for any reason other than the intended purpose. The information you supply will be provided to all parties named in your form. You can access or correct your personal information held by us at any time.

Please be aware that a failure to provide the information requested may result in a delay in the processing of the bond.

Any questions?

If you have any questions about this form or need more information about bonds, please freephone 0800 737 666, fax 04 237 7884 or write to us at PO Box 50445, Porirua 5240.

Ki te mea he pātai āu mō tēnei puka, kei te pīrangī pārongo rānei mō te moni here (bond), waea koreutu 0800 737 666, waea whakaahua (04) 237 7884, tuhituhi mai rānei ki a mātou i Pouaka Poutāpeta 50445, Porirua 5240.

'A iai ni fesili e uiga i lenei pepa pe mana'omia fo'i nisi fa'amatalaga e uiga i le tupe fa'amau (bond), fa'amolemole telefoni mai i le numera 0800 737 666, fax (04) 237 7884 pe tusi mai fo'i 'ia 'i matou i le Pusa Meli Numera (PO Box) 50445, Porirua 5240.

Other help

All our forms and other information are on our website under Tenancy at: www.dbh.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.

