



Bond lodgement form

1. Fill out this form to lodge your bond. Bond money and this form must be sent to the Department of Building and Housing within 23 working days of the tenant paying it to the landlord. Money orders are not accepted.
2. Please read the important information on the back of this form.
3. If you have a separate tenancy agreement for a room in the property, please supply the room number.

1	Is this a payment to an existing bond? Yes <input type="checkbox"/>	Bond number	
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2	Address of the rented property	Property ID:	
Unit/Flat no.	Street no.	Street name	Rural delivery no.
Suburb		Town/City	Post code
Property/ Building name			Room no.
Date tenancy started:		Weekly rent: \$	Payment enclosed: \$
<small>(MONEY ORDERS ARE NOT ACCEPTED)</small>			
Type of property: House <input type="checkbox"/> Flat <input type="checkbox"/> Apt <input type="checkbox"/> Room <input type="checkbox"/> No. of bedrooms <input type="checkbox"/> Total expected bond: \$			

3	Landlord details Print your full name(s) below	Are you a first-time landlord? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name(s)			Landlord ID Number
Address for Service (An Address for Service is explained on the back of this form.)			
Unit/Flat no.	Street no.	Street name	Rural delivery no.
Suburb		Town/City	Post code
Property/ Building name		Daytime phone no. ()	
PO Box			Post code
Can we contact you by email? Yes <input type="checkbox"/> No <input type="checkbox"/> Email address:			

4	Tenant details Print your full name(s) below	Are you a first-time tenant? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name(s)			
Address for Service (An Address for Service is explained on the back of this form.)			
Unit/Flat no.	Street no.	Street name	Rural delivery no.
Suburb		Town/City	Post code
Property/ Building name		Daytime phone no. ()	
PO Box			Post code
Can we contact you by email? Yes <input type="checkbox"/> No <input type="checkbox"/> Email address:			

5	Signatures All landlords and tenants must sign below and agree that the information provided on this form is true and correct.		
Landlord(s) signatures:		Tenant(s) signatures:	
_____		_____	
_____		_____	
Date:		Date:	



Please send this form and cheque to the Department of Building and Housing,
PO Box 50 445, Porirua 5240 or fax to (04) 237 7884
Please make the cheque payable to: **Residential Tenancies Trust A/C.**
If you need help, call freephone **0800 737 666** or visit our website at **www.dbh.govt.nz**

**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 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.

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.

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 the Department of Building and Housing to contact the landlord.

PO 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 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.

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 the Department of Building and Housing to contact the tenant.

PO 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 Department of Building and Housing.

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 Department of Building and Housing 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 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

A pre-printed Bond Refund form will be sent to you with your receipt for your bond when you first pay it to the Department of Building and Housing.

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 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.



Department of
Building and Housing
Te Tari Kaupapa Whare