



Bond transfer form

1. Fill out this form to request a bond transfer.
2. Please read the important information on the back of this form.
3. Is this payment to an existing bond? If yes, please enter the new bond number in block 2.
4. If you are making an extra payment, note money orders are not accepted.

1 Bond number

2 New bond no.

3 Previous address Date tenancy ended: _____

Property ID:

Unit/ Flat no.						Street no.							
Street name												Rural delivery no.	
Suburb													
Town/ City								Post code					
Property/ Building name									Room no.				

4 New address Date tenancy started: _____

Property ID:

Unit/ Flat no.						Street no.							
Street name												Rural delivery no.	
Suburb													
Town/ City								Post code					
Property/ Building name									Room no.				

Type of property: House Flat Apt Room

No. of bedrooms Weekly rent: \$ _____

(Please note **Address for Service** is explained on the back of this form.)

5 Previous landlord(s) Print your full name(s) below

Landlord ID number:

Name(s) _____

Address for service _____
_____ Postcode _____

Daytime phone no. () _____

6 New landlord(s) Print your full name(s) below

Are you a first time landlord? Yes No

Landlord ID number:

Name(s) _____

Address for service _____
_____ Postcode _____

Daytime phone no. () _____

7 Previous tenant(s) Print your full name(s) below

Name(s) _____

Address for service _____
_____ Postcode _____

Daytime phone no. () _____

8 New tenant(s) Print your full name(s) below

Name(s) _____

Address for service _____
_____ Postcode _____

Daytime phone no. () _____

9 Refund details for previous bond (if any)

Complete this section only if you are claiming money. Write down payments to either landlord or tenants. Include bank account numbers.

Name: _____ Receives: \$ _____

Name: _____ Receives: \$ _____

10 Transfer details

Amount to be transferred \$ _____

11 Extra payment details

Only complete this box if your new bond amount is more than the amount of the bond you are transferring.
(Please make cheques payable to: Residential Tenancies Trust A/C.)

Extra payment enclosed \$ _____

Money orders are not accepted.

12 Signatures All landlords and tenants must sign below and agree that the information provided on this form is true and correct.

Previous landlord signature(s) Previous tenant signature(s)
Date: _____

New landlord signature(s) New tenant signature(s)
Date: _____

T7(02/07)



**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 Previous bond number

This is the bond number for the previous tenancy address. It is on all our letters to you about this rented property. If you do not have it please call us.

2 New bond number

Enter new bond number if the previous bond is to be transferred to an existing bond.

3 Previous address and 4 New address

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.

5 Previous landlord and 6 New landlord

If the landlord is claiming any of the bond from the previous address the reasons must be shown by ticking the boxes that apply.

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, leave the box blank. You can call us to find out the number.

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

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.

7 Previous tenant(s) 8 New tenant(s)

The names and Address for Service and daytime phone number for all new tenants should be included.

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.

At least one of the tenants from the previous address must be transferring to the new address.

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.

9 Refund details for previous bond (if any)

Only complete this section if any of the bond from the old address is being refunded to the tenant(s) or landlord(s).

10 Transfer amount

This is how much bond money you have to transfer from your old bond.

11 Extra payment

The total new bond may be more than your old one. You need to send us any extra money required. You should send us that money with this form.

12 Previous landlord/tenant signatures

These signatures are important because they will be matched with the signatures on the **Bond lodgement form** that you filled out at the start of the tenancy. If they are not the same then any refund/transfer you have requested may be delayed.

13 New landlord/tenant 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.

Other information

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 of Building and Housing. 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?

