



# Change of tenant form

1. Fill out this form to notify the Department of Building and Housing of a change of tenant.
2. Please read the important information on the back of this form.
3. At least one of the original tenants must continue to rent the property.
4. If you have a separate tenancy agreement for a room in the property, please supply the room number.

**1 Bond number**

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**1a Bond details**      Weekly rent \$ \_\_\_\_\_      Total bond \$ \_\_\_\_\_

**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.

**3 Landlord(s) details** Print your full name(s) below      Landlord ID number \_\_\_\_\_

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

Can we contact you by email?    Yes     No       Email address: \_\_\_\_\_      Daytime phone no. (     )

**4 Departing tenant(s)** Print your full name(s) below

Name(s)	Departure date	Daytime contact phone no.	Signature(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

I/We wish to advise that we are leaving this tenancy and will make no claim to this bond money.

**5 New/continuing tenant(s)** Full name(s) and addresses for service

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

Can we contact you by email?    Yes     No       Email address: \_\_\_\_\_      Daytime phone no. (     )

**6 Signature(s)** All landlords and tenants must sign below and agree that the information provided on this form is true and correct.

<p><b>Landlord signature(s):</b></p> <p>_____</p> <p>Date: _____</p>	<p><b>New/continuing tenant(s) signature(s):</b></p> <p>_____</p> <p>Date: _____</p>
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T20(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 Bond number

This number is on all our letters to you about the rented property. If you do not have it please call us.

### 1a Weekly rent

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.

### 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 or 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.

### 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.

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 Tenancy Services to contact the landlord.

### 4 Departing tenants

This section needs to be signed by all the departing tenants. They need to agree that they have no further claim on any bond held for the property.

### 5 New/continuing tenant details

The tenants(s) should complete this section. At least one of the original tenants must be continuing to rent the property and include his/her name in 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.

#### 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.

### 6 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 50 445, Porirua 5240.

Ki te mea he pātai āu mō tēnei puka, kei te pīrangi 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](http://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 tenant(s) and landlord(s)?

