

- › Fill out this form to notify Tenancy Services of a change of tenant within an existing tenancy that is continuing
- › At least one of the original tenants must continue to rent the property
- › Complete in a black or blue pen with **CAPITAL** letters if handwriting
- › Read the important information on the back of this form before entering any details

**1a** Bond number:

**1b** Bond details Weekly rent \$  Total bond \$

**2** Address of the rented property Property ID:

Room no.  (for boarding house or room only tenancy) Unit  House no.  Street

Suburb  City

Building name  Postcode

**3** Landlord details Print your full name(s) below.

Full name(s)

Landlord ID:  By signing this form you agree that the information you have provided is true and correct

Landlord Signatures

Date

**Address for service**

(An address for service is explained on the back of this form)

Email

Unit  House no.  Street

Suburb  City

PO Box or Private Bag  Contact phone  Postcode

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

Full name(s)	Departure Date	Contact phone	Signatures
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

By signing this form you agree that the information you have provided is true and correct

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

**5** Continuing tenant(s) Print your full name(s) below.

Full name(s)	Date of birth (optional)	Signatures
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

By signing this form you agree that the information you have provided is true and correct

**6** Signature(s) The landlord and all tenants must sign and agree that the information provided on this sheet is true and correct.

New tenants must complete Section 2 of the change of tenant form



- › All new tenant(s) must complete the tenant(s) sections in full to enable smooth processing of information for future refunds
- › All new tenants' signatures must be provided

**7a New tenant 1 details**

Full name  Bond contribution \$   
Are you a first time tenant? Yes ☐ Date of Birth (optional)  Contact phone

**7b New tenant 1 new address for service** Email will be first point of contact if provided

Email   
Room no.  (for boarding house or room only tenancy) Unit  House no.   
Street   
Suburb  City   
PO Box or Private Bag  Postcode   
By signing this form you agree that the information you have provided is true and correct

Signature   
Date

**8a New tenant 2 details**

Full name  Bond contribution \$   
Are you a first time tenant? Yes ☐ Date of Birth (optional)  Contact phone

**8b New tenant 2 new address for service** Email will be first point of contact if provided

Email   
Room no.  (for boarding house or room only tenancy) Unit  House no.   
Street   
Suburb  City   
PO Box or Private Bag  Postcode   
By signing this form you agree that the information you have provided is true and correct

Signature   
Date

**9a New tenant 3 details**

Full name  Bond contribution \$   
Are you a first time tenant? Yes ☐ Date of Birth (optional)  Contact phone

**9b New tenant 3 new address for service** Email will be first point of contact if provided

Email   
Room no.  (for boarding house or room only tenancy) Unit  House no.   
Street   
Suburb  City   
PO Box or Private Bag  Postcode   
By signing this form you agree that the information you have provided is true and correct

Signature   
Date

**10a New tenant 4 details**

Full name  Bond contribution \$   
Are you a first time tenant? Yes ☐ Date of Birth (optional)  Contact phone

**10b New tenant 4 new address for service** Email will be first point of contact if provided

Email   
Room no.  (for boarding house or room only tenancy) Unit  House no.   
Street   
Suburb  City   
PO Box or Private Bag  Postcode   
By signing this form you agree that the information you have provided is true and correct

Signature   
Date



Tenant names can only be changed if the landlord and all tenants (everyone named on the bond record) agree. If any of the tenants change during a tenancy, everyone else has to agree. Whenever this happens, and if a bond is held by Tenancy Services, use this form to update the tenant details to match the agreed tenant changes in the tenancy agreement.

If a new tenant will not have an interest in the bond you do not need to add them to the bond record, but you may still need to complete this form to remove any tenants who have moved out.

### Privacy Statement

Information provided on this form will be held and used by the Ministry of Business, Innovation and Employment for the purposes of enforcing and administering the Residential Tenancies Act 1986. It may also be used for carrying out customer surveys, public education and statistical analysis, and we may occasionally provide your information to third parties to carry out this work on our behalf.

We collect date of birth information to help us ensure that we can correctly identify you. Supplying your date of birth is optional.

Bond contribution information provided to Tenancy Services may be used to help confirm refund details for each tenant at the end of the tenancy. Supplying this information is optional.

The personal information you supply will not be used for any other reasons unless permitted under the Privacy Act 1993 (e.g. with your consent or for a directly related purpose). The information may also be provided to third parties where it is required or permitted by law. The personal information you supply will be provided to all parties named on this form or on the bond record. You can access or correct your personal information held by us at any time.

### Bond number

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

### Weekly rent

This information is gathered by Tenancy Services so that the general public and landlords have access to current rental market information through the Tenancy Services website. No personal, individual bond or property information will be published there.

### Property ID number

If you do not know the Property ID number for this property, leave the box blank.

### Landlord details

The landlord(s) should complete this section.

**Landlord ID number** - If you do not know this number, leave the box blank.

### Departing tenants

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

### Continuing and New tenant details

The continuing and any new tenant(s) should complete these sections.

**At least one of the original tenants must be continuing to rent the property and include his/her name in this section.**

If all original tenants are moving out do not use this form. You must instead complete a bond refund form to have the existing bond refunded. The new tenants should complete a bond lodgement form with the landlord to lodge a new bond for the new tenancy.

### Address for service

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

#### Landlord's address for service:

If you provide an email address, we will use this as the primary means for communication. However, a physical address must also be provided.

If we need to contact you at a street address regarding this tenancy we will use the address for service you provided.

In addition to a street address, a PO Box address can also be provided as an address for service.

#### Tenant's address for service:

If you provide an email address, we will use this as the primary means for communication. If we need to contact you at a street address during your tenancy we will use the address of the rented property or the address for service you give us. A new address for service is required after the tenancy has ended.

In addition to a street address, a PO Box can also be provided to be used as an address for service.

PLEASE NOTE: By providing a PO Box or email address, you are authorising Tenancy Services to use these to contact you.

### Any questions?

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

If you have any questions about this form or need more information about bonds, please Freephone 0800 737 666 or contact us by email at [www.tenancy.govt.nz/contact-us](mailto:www.tenancy.govt.nz/contact-us)

Ki te mea he pātai āu mō tēnei puka, kei te pīrangi pārongo rānei mō te moni here (bond), waea koreutu 0800 737 666, whakapā rānei ki a mātou i te īmēra [www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

'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, pe feso'ota'i mai ile emeli [www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

若您有任何关于本表格方面的疑问, 或是希望获得有关押金的更多详情, 请拨打我们的免费热线电话 0800 737 666, 或发送电邮至以下网站内的相应电邮地址, 与我们联系: [www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

If you have questions about your rights and obligations when renting call our tenancy information line Freephone: 0800 TENANCY (0800 83 62 62)

### Send us your form

The fastest way to get your form to us is by emailing it to [bonds@tenancy.govt.nz](mailto:bonds@tenancy.govt.nz), or post it to Tenancy Services, PO Box 50445 Porirua 5240.