



Change of Tenant Form

1. Fill out this form to notify the Tenancy Services Centre 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

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

2 Address of the rented property Property ID:

Unit/Flat No.	Street No.	Street name	
Suburb		Town/City	
Rural Delivery No.	Property/Building Name		Room No.

3 Landlord(s) details Print your full name(s) below Landlord I.D. 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	Daytime Phone No ()

Can we contact you by email? Yes No Email Address:

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

Name(s)	Departure date	Daytime contact phone no.	Signature(s)
<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"/>

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)	<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"/>
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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	Daytime Phone No ()

Can we contact you by email? Yes No Email Address:

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

Landlord signature(s): <input type="text"/> <input type="text"/> Date: <input type="text"/>	New/Continuing tenant(s) signature(s): <input type="text"/> <input type="text"/> Date: <input type="text"/>
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Please send this form to the Tenancy Services Centre, PO Box 50-445, Porirua, or fax to 04 237 7884
If you need help call freephone **0800 737 666** or visit our website at www.tenancy.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 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 Tenancy Services Centre 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 Tenancy Services Centre 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 Tenancy Services Centre 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 contact our helpdesk at the Tenancy Services Centre on freephone 0800 737 666, fax 04 237 7884 or write to us at P O Box 50-445, Porirua.

Mehemea he pātāi āu mō tēnei tuhinga, ā, e pīrangi ana rānei koe ki ētahi atu whakamāramatanga e pā ana ki ngā moni here, kāti, me whakapā mai ki ā mātau kaimahi i te Pokapū Moni Here mā te waea 0800-737-666 me te waea whakaahua 04 237 7884. I tua atu, ka āhei koe ki te tuhi mai ki a mātau, arā, mā te tuhi mai ki te Pouaka Poutāpeta 50-445, i Porirua.

Afai e te fia malamalama atili, pe i ai fo'i sau fesili e uiga i tupe ia e muamua ona totagi (Bond), ona e telefoni mai lea i le Ofisa o le Tenancy Services Centre : 0800 737 666, po'o le fax : 04 237 7884, ia po'o lou tusi mai fo'i i le tuatusi:
PO Box 50-445, Porirua.

Other help

All our forms and other information are on our website under Tenancy Services at: www.tenancy.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)?



Department of
Building and Housing
Te Tari Kaupapa Whare

Tenancy
Services