

Bond lodgement form

- › All sections of this form must be completed to enable smooth processing of information, payment and future refunds
- › Landlords' and all tenants' **signatures must be provided**. Incomplete forms will be returned
- › Complete in a black or blue pen with CAPITAL letters if handwriting
- › Read the important information on the back of this form

1 If payment is to an existing bond for this tenancy, enter the bond number here:

2 Address of the rented property Property ID (if known):

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

Suburb City

Building name Postcode

Weekly rent \$ Total bond \$ Total amount enclosed \$

Date tenancy started No. of bedrooms Property type (tick one): House/Townhouse Apartment Room
 See reverse for definitions Boarding house room Bedsit/Flat

3a Landlord details Are you a first time landlord? Yes Landlord ID:

Full names or trading name

Contact phone

3b Landlord address for service Email will be first point of contact if provided

Email

Unit House no. Street

Suburb City

Postcode PO Box or Private Bag By signing this form you agree that the information you have provided is true and correct

Signature

Date

4a Tenant 1 details

Full name Bond contribution \$

Are you a first time tenant? Yes Date of Birth (optional) Contact phone

4b 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

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

Signature

Date

4c Tenant 2 details

Full name Bond contribution \$

Are you a first time tenant? Yes Date of Birth (optional) Contact phone

4d 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

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

Signature

Date



If you need to add more tenants, please use the ***Additional tenants bond lodgement form*** and attach it to this form.

Dwelling type definitions

House/Townhouse: When you live in a self-contained property, usually a building with land.

Apartment: When you live in a property with self-contained areas (e.g. apartments, units) and shared areas (e.g. building lifts, driveways)

Boarding House Room: When you live in a room in a boarding house – i.e. rented separately but sharing facilities in a building intended for 6 people or more

Room: When you live in a room in a house which is not a boarding house – i.e. rented separately but sharing facilities in a building intended for less than 6 people

Bedsit/Flat: When you live in a place which is either part of a subdivided building, or a building which is independent of the primary residence of a property (e.g. sleep-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.

Property ID number

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

Landlord ID number

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

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.

Tenant's address for service:

We will use your email address for communication and as an address for service. 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 you give us. A new address for service is required after the tenancy has ended.

Landlord's address for service:

A physical address is required. An email address is preferred as the primary means of communication. If we need to contact you at a physical address regarding this tenancy we will use the address for service you provided.

In addition to a street address, a PO Box or email address 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.

Payments

If paying online, please go to www.tenancy.govt.nz and follow the 'Lodging a bond' online instructions. If paying by cheque please send this form and cheque to: Tenancy Services, PO Box 50 445, Porirua 5240. Please make the cheque payable to: Tenancy Services

Any questions?

All our forms and other information are on our website at 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/about-tenancy-services/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/abouttenancy-services/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/about-tenancy-services/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/abouttenancy-services/contact-us

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