

Bond transfer form

SECTION 1

- > Fill out this form to request a bond transfer from a previous address to a new address
- > Please read the important information on the back of this form before entering any details
- > If you are making an extra payment, note money orders are not accepted
- > Complete in a black or blue pen with CAPITAL letters if handwriting

1 Current bond number:

2 Address of the new 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
Boarding house room Bedsit/Flat
See reverse for definitions

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

Full names or trading name

Contact phone

3b New 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 New tenant 1 details

Full name Bond contribution \$

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

4b 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

Postcode

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

Signature

Date

5a New tenant 2 details

Full name Bond contribution \$

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

5b 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

Postcode

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

Signature

Date

6 Transfer details Amount to be transferred \$

7 Extra payment details Only complete this box if your new bond amount is more than the amount of the bond you are transferring.

Extra payment enclosed \$

T7 (05/18)

At the end of a tenancy the tenant(s) can ask to transfer the bond to a new tenancy. The previous tenant(s) and the previous landlord(s) complete and sign **Section 2** of the bond transfer form. The new tenant(s) and new landlord(s) complete and sign **Section 1** of the bond transfer form.

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.

New bond number

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

New address

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.

Weekly rent and Type of property

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.

No. of bedrooms – If you are only renting a room, the number of bedrooms is one.

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)

Landlord

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

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

PLEASE NOTE: All landlord details provided to Tenancy Services for this bond (including the Address for Service) will be used as the most current details for all that landlord's properties and bonds.

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.

Tenant(s)

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

This information will assist Tenancy Services 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.

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.

Transfer amount

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

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.

Any questions?

If you have any questions about this form or need more information about bonds, please freephone 0800 737 666 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 rātou i Pouaka Poutanei ki a māpeta 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 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 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).

Bond transfer form

SECTION 2

Is the bond being transferred to an existing bond for the new address?

If yes, please enter the bond number for the new address in block 8

8 New bond number:

9 Date previous tenancy ended

10 Address of the previous rented property

Property ID:

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

Suburb City

Building name Postcode

Previous refund details

Please countersign any alterations you make or your refund may be delayed. This section must be completed before any signatures are entered

Pay the landlord(s) \$ Pay the tenant(s) \$ Transfer \$ TOTAL \$

Landlord's reason(s) for claiming some or all of the bond Arrears Repairs Cleaning Outgoings Other

11a Previous landlord details

Landlord ID:

Contact phone

Full names or trading name

Bank account Reference

This must be a New Zealand bank account

to appear on your bank statement

11b Previous 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

12a Previous tenant 1 details

Full name Contact phone

Tenant 1 to receive \$ Bank account

This must be a New Zealand bank account.

12a Previous 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

13a Previous tenant 2 details

Full name Contact phone

Tenant 2 to receive \$ Bank account

This must be a New Zealand bank account.

13b Previous 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

T7 (05/18)



