

Change of landlord/agent form

- › Fill out this form to notify Tenancy Services of a change of landlord or agent for an existing tenancy (including a temporary change when the landlord is going overseas for more than 21 days)
- › Please read the important information on the back of this form before entering any details
- › If you have a separate tenancy agreement for a room in the property, please supply the room number
- › Complete in a black or blue pen with CAPITAL letters if handwriting

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 Current tenant(s) Print tenant(s) full name(s) below.

Full name

Full name

Full name

Full name

4 Previous landlord/agent(s) details Print your full name(s) below.

Full name(s)

Landlord ID: Contact phone

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

Signature(s)

Date

I/We have settled all matters relating to the bond and understand that our interest in the bond for this tenancy shall now pass to the new purchaser/landlord.

5 New landlord/agent(s) details Print your full name(s) below.

Landlord ID:

Full name(s)

Are you a first time landlord? Yes

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

Signature(s)

Date

Address for service

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

Email

Unit House no. Street

Suburb City

Postcode PO Box or Private Bag Contact phone

Date change takes effect

Use this form if during a tenancy the landlord changes and a new landlord takes over.

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.

Address of 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.

Current tenant(s)

This section needs to be completed by the previous landlord.

Previous landlord

This section needs to be completed by the previous landlord.

New landlord details

The new landlord(s) should complete this section.

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 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 and refund 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.

Address for Service

The Address for Service must be 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.

In addition to a street address, a PO Box or email address can also be provided to be used as an Address for Service also.

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

Landlord signatures

New landlord signature(s)

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.

Previous landlord signature(s)

By signing here the previous landlord agrees that they have settled all matters relating to the bond and understand that their interest in the bond for this tenancy has passed to the new purchaser/landlord.

Other Information

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).

Before you send in your form CHECK:

- Has everyone signed the form?
- Is there an Address for Service for the landlord(s)?

Please send this form to Tenancy Services, PO Box 50 445, Porirua 5240 or email to bond.refunds@tenancy.govt.nz