Bond lodgement form

Ministry of Business, Innovation & Employment

1. Fill out this form to lodge your bond. The bond money and this form must be sent to the Ministry of Business, Innovation and Employment within 23 working days of the tenant paying it to the landlord. We only accept payments by cheque.
2. Please read the important information on the back of this form before entering any details.
3. ALL sections of this form must be completed.
4. If you have a separate tenancy agreement for a room in the property, please supply the room number.
5. Use black / dark blue pen.

PLEASE NOTE: Incomplete forms will be returned

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

2 Address of the rented property Property ID: _____

Room no. | Unit/ Flat no. | Street no. | Street name

Suburb | Town/ City

Property/ Building name | Rural delivery no.

Date tenancy started: | Weekly rent: $ | Payment enclosed: $ CHEQUES ONLY

Is this bond for a: Room ☐ Boarding House Room ☐ House/ Townhouse ☐ Bedsit/ Flat ☐ Apt ☐ No. of bedrooms ☐ Total expected bond for this tenancy: $

3 Landlord details Print your full name(s) below | Are you a first-time landlord? Yes ☐ No ☐

Name(s) | MBIE Landlord ID Number

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

Property/ Building name | Postcode

PO Box/ Private Bag | Fax ( ) | Daytime phone no. ( )

Email | Mobile

4 Tenant details Print your full name(s) below | Are you a first-time tenant? Yes ☐ No ☐

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

Property/ Building name | Postcode

PO Box/ Private Bag | Fax ( ) | Daytime phone no. ( )

Email | Mobile

5 Signatures **All landlords and all tenants must sign below to agree that the information provided on this form is true and correct.**

Landlord(s) signatures: | **Tenant(s) signatures:**

Date: | Date:

These signatures must be on the form in order to reduce delays at time of refund.

Please send this form and cheque to the Ministry of Business, Innovation and Employment, PO Box 50 445, Porirua 5240

Please make the cheque payable to: **Ministry of Business, Innovation and Employment.**

If you need help, call freephone **0800 737 666** or visit our website at **www.dbh.govt.nz**

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