



Department of
Building and Housing
Te Tari Kaupapa Whare

Bond transfer form

1. Fill out this form to request a bond transfer to a new address.
2. Please read the important information on the back of this form before entering any details.
3. 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 2.
4. If you are making an extra payment, note money orders are not accepted.
5. Use black or dark blue pen.

1 Bond number

2 New bond no.

3 Previous address Date tenancy ended:

Property ID:

Room no.	Unit/ Flat no.	Street no.
Street name		
Suburb	Rural delivery no.	
Town/ City	Post code	
Property/ Building name		

4 New address Date tenancy started:

Property ID:

Room no.	Unit/ Flat no.	Street no.
Street name		
Suburb	Rural delivery no.	
Town/ City	Post code	
Property/ Building name		

(Please note: Address for Service is explained on the back of this form)

5 Previous landlord(s) Print your full name(s) below

Landlord ID number:

Name(s) _____

Address for service _____ Post code _____

Daytime phone no. () _____

6 New landlord(s) Print your full name(s) below

Are you a first time landlord? Yes No

Landlord ID number:

Name(s) _____

Address for service _____ Post code _____

Daytime phone no. () _____ Mobile _____

Email _____ Fax () _____

PO Box/Private Bag _____

7 Previous tenant(s) Print your full name(s) below

Name(s) _____

Address for service _____ Post code _____

Daytime phone no. () _____

8 New tenant(s) Print your full name(s) below

Name(s) _____

Address for service _____ Post code _____

Daytime phone no. () _____ Mobile _____

Email _____ Fax () _____

PO Box/Private Bag _____

9 Refund details for previous bond (if any)

Complete this section only if you are claiming money. Write down payments to either landlord or tenants. Include bank account numbers.

Name: _____ Receives: \$ _____

Name: _____ Receives: \$ _____

10 Transfer details

Amount to be transferred \$ _____

11 Extra payment details

Only complete this box if your new bond amount is more than the amount of the bond you are transferring. (Please make cheques payable to: Department of Building and Housing.)

Extra payment enclosed \$ _____

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

Previous landlord signature(s) Date: _____	Previous tenant signature(s) Date: _____	New landlord signature(s) Date: _____	New tenant signature(s) Date: _____
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Please send this form to the Department of Building and Housing,
PO Box 50 445, Porirua 5240, or fax to (04) 237 7884, or email to info@dbh.govt.nz
If you need help, call freephone **0800 737 666** or visit our website at www.dbh.govt.nz

