TENANCY services
TE WHARE ĀHURU
Tenancy Services Centre

Change of Landlord/Agent Form

MINISTRY OF HOUSING
TE WHARE ĀHURU

1. Fill out this form to notify the Tenancy Services Centre of a change of landlord.
2. Please read the important information on the back of this form.
3. If you have a separate tenancy agreement for a room in the property please supply the room number.

1 Bond number ☐☐☐☐☐☐☐ — ☐☐☐

1a Bond details Weekly rent $ Total bond $

2 Address of the rented property Property ID:

Unit/Flat No. | Street No. | Street name | Rural Delivery No.

Suburb | Town/City

Property/Building name | Room No.

3 Current tenant(s) Print tenant(s) full name(s) below. Daytime contact phone no.

Name(s)

4 Previous landlord/agent Print your full name(s) below. Daytime contact phone no.

Name(s)

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(s) details Are you first-time landlord? Yes ☐ No ☐ Landlord ID:

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 | Daytime Phone No ( )

Date ownership started:

Can we contact you by email? Yes ☐ No ☐ Email Address:

6 Signature(s) All previous and new landlords must sign below and agree that the information provided on this form is true and correct.

Previous landlord signature(s) **New landlord signature(s)**

Date: Date:

Please send this form to the Tenancy Services Centre, PO Box 50-445, Porirua, or fax to 04 237 7884
If you need help call freephone **0800 737 666** or visit our website at **www.tenancy.govt.nz**

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T19(03/04)