



Department of  
Building and Housing  
*Te Tari Kaupapa Whare*

# Change of tenant form

1. Fill out this form to notify the Department of Building and Housing of a change of tenant.
2. Please read the important information on the back of this form.
3. At least one of the original tenants must continue to rent the property.
4. If you have a separate tenancy agreement for a room in the property, please supply the room number.

**1** Bond number 

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**1a** Bond details Weekly rent \$ \_\_\_\_\_ Total bond \$ \_\_\_\_\_

**2** Address of the rented property Property ID: 

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

**3** Landlord(s) details Print your full name(s) below Landlord ID number 

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Name(s) \_\_\_\_\_

Address for service (An address for service is explained on the back of this form.)

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

Can we contact you by email? Yes  No  Email address: \_\_\_\_\_ Daytime phone no. ( ) \_\_\_\_\_

**4** Departing tenant(s) Print your full name(s) below

Name(s)	Departure date	Daytime contact phone no.	Signature(s)

I/We wish to advise that we are leaving this tenancy and will make no claim to this bond money.

**5** New/continuing tenant(s) Full name(s) and addresses for service

Name(s)					
Address for service (An address for service is explained on the back of this form.)					
Unit/Flat no.	Street no.	Street name	Town/City	Rural delivery no.	Post code
Suburb					

Can we contact you by email? Yes  No  Email address: \_\_\_\_\_ Daytime phone no. ( ) \_\_\_\_\_

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

<p><b>Landlord signature(s):</b></p> <p>_____</p> <p>Date: _____</p>	<p><b>New/continuing tenant(s) signature(s):</b></p> <p>_____</p> <p>Date: _____</p>
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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  
If you need help, call freephone **0800 737 666** or visit our website at [www.dbh.govt.nz](http://www.dbh.govt.nz)

