

- > Fill out this form to request a bond transfer from a previous address to a new address
- > All landlords and tenants must sign and agree that the information provided on this form is true and correct to enable a smooth transfer
- > Complete in a black or blue pen with **CAPITAL** letters if handwriting
- > Read the important information on the back of this form before entering any details

**1** Previous bond number:               **2** Date previous tenancy ended

**3** Address of the previous rented property Property ID:

Room no.  (for boarding house or room only tenancy) Unit  House no.  Street

Suburb  City

Building name  Postcode

**Previous refund details** Please specifically sign any changes you make or your refund may be delayed

Pay the landlord(s) \$  Pay the tenant(s) \$  Transfer \$  TOTAL \$

Landlord's reason(s) for claiming some or all of the bond Arrears  Repairs  Cleaning  Outgoings  Other

**4a** Previous landlord details Landlord ID:           Contact phone

Full names or trading name

Bank account           Reference

This must be a New Zealand bank account

to appear on your bank statement

**4b** Previous landlord address for service Email will be first point of contact if provided

Email

Unit  House no.  Street

Suburb  City

PO Box or Private Bag  Postcode

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

Landlord Signatures

  
  
  

Date

**5a** Previous tenant 1 details

Full name  Contact phone

Tenant 1 to receive \$  Bank account

This must be a New Zealand bank account.

**5b** Previous tenant 1 new address for service Email will be first point of contact if provided

Email

Room no.  (for boarding house or room only tenancy) Unit  House no.

Street

Suburb  City

PO Box or Private Bag  Postcode

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

Signature

  
  
  

Date

**6a** Previous tenant 2 details

Full name  Contact phone

Tenant 2 to receive \$  Bank account

This must be a New Zealand bank account.

**6b** Previous tenant 1 new address for service Email will be first point of contact if provided

Email

Room no.  (for boarding house or room only tenancy) Unit  House no.

Street

Suburb  City

PO Box or Private Bag  Postcode

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

Signature

  
  
  

Date

Use the **Additional tenants bond refund form** if more than 2 tenants. Attach it to this form.  Yes, this form is attached.

> 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 7

**7 New bond number:**

**8 Address of the new rented property** Property ID (if known):

Room no.  (for boarding house or room only tenancy) Unit  House no.  Street

Suburb  City

Building name  Postcode

Weekly rent \$  Total bond \$  Amount transferring \$  Extra payment \$

Only complete the extra payment if your new bond amount is more than the amount you are transferring

Date tenancy started  No. of bedrooms  Dwelling type (tick one): House/Townhouse  Apartment  Room

Boarding house room  Bedsit/Flat

**9a New landlord details** Are you a first time landlord? Yes  Landlord ID:

Full names or trading name

Contact phone

**9b New landlord address for service** Email will be first point of contact if provided

Email

Unit  House no.  Street

Suburb  City

PO Box or Private Bag  Postcode

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

Landlord Signatures  
  
  
Date

**10a New tenant 1 details**

Full name  Bond contribution \$

Are you a first time tenant? Yes  Date of Birth (optional)  Contact phone

**10b New tenant 1 new address for service** Email will be first point of contact if provided

Email

Room no.  (for boarding house or room only tenancy) Unit  House no.

Street

Suburb  City

PO Box or Private Bag  Postcode

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

Signature  
  
  
Date

**11a New tenant 2 details**

Full name  Bond contribution \$

Are you a first time tenant? Yes  Date of Birth (optional)  Contact phone

**11b New tenant 2 new address for service** Email will be first point of contact if provided

Email

Room no.  (for boarding house or room only tenancy) Unit  House no.

Street

Suburb  City

PO Box or Private Bag  Postcode

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

Signature  
  
  
Date

At the end of a tenancy the tenant(s) can ask to transfer the bond to a new tenancy address. The previous tenant(s) and the previous landlord(s) complete and sign **Section 1** of the bond transfer form. The new tenant(s) and new landlord(s) complete and sign **Section 2** of the bond transfer form.

**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.

**Dwelling type definitions**

**House/Townhouse:** When you live in a self-contained property, usually a building with land

**Apartment:** When you live in a property with self-contained areas (e.g. apartments, units) and shared areas (e.g. building lifts, driveways)

**Boarding House Room:** When you live in a room in a boarding house – i.e. rented separately but sharing facilities in a building intended for 6 people or more

**Room:** When you live in a room in a house which is not a boarding house – i.e. rented separately but sharing facilities in a building intended for less than 6 people

**Bedsit/Flat:** When you live in a place which is either part of a subdivided building, or a building which is independent of the primary residence of a property (e.g. sleep-out)

**Bond number**

This is the bond number for the previous tenancy address. It is on all our letters to you about this rented property. If you do not have it please call us.

**New bond number**

Enter the new bond number if the previous bond is to be transferred to an existing bond at the new address. If you do not have a new bond number then leave this blank.

**Property ID number**

If you do not know the Property ID number for this property, leave the box blank.

**Transfer amount**

This is how much bond money you want to transfer from your old bond.

**Weekly rent and Type of property**

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.

**No. of bedrooms** – If you are only renting a room, the number of bedrooms is one.

**Landlord ID number**

If you do not know this number, leave the box blank.

**Tenant(s)**

The names and address for service and daytime phone number for all new tenants should be included.

**At least one of the tenants from the previous address must be transferring to the new address.**

**Address for service**

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's address for service:**

If you provide an email address, we will use this as the primary means for communication. However, a physical address must also be provided.

If we need to contact you at a street address regarding this tenancy we will use the address for service you provided.

In addition to a street address, a PO Box address can also be provided as an address for service.

**Tenant's address for service:**

If you provide an email address, we will use this as the primary means for communication. If we need to contact you at a street address during your tenancy we will use the address of the rented property or the address for service you give us. A new address for service is required after the tenancy has ended.

In addition to a street address, a PO Box can also be provided to be used as an address for service.

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

**Any questions?**

All our forms and other information are on our website at [www.tenancy.govt.nz](http://www.tenancy.govt.nz) If you have any questions about this form or need more information about bonds, please Freephone 0800 737 666 or contact us by email at [www.tenancy.govt.nz/contact-us](mailto:www.tenancy.govt.nz/contact-us)

Ki te mea he pātai āu mō tēnei puka, kei te pīrangi pārongo rānei mō te moni here (bond), waea koreutu 0800 737 666, whakapā rānei ki a mātou i te Īmēra [www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

‘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 feso’ota’i mai ile emeli [www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

若您有任何关于本表格方面的疑问,或是希望获得有关押金的更多详情,请拨打我们的免费热线电话 0800 737 666,或发送邮件至以下网站内的相应电邮地址,与我们联系: [www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

If you have questions about your rights and obligations when renting call our tenancy information line Freephone: 0800 TENANCY (0800 83 62 62).

**Send us your form**

The fastest way to get your form to us is by emailing it to [bond.refunds@tenancy.govt.nz](mailto:bond.refunds@tenancy.govt.nz), or post it to Tenancy Services, PO Box 50445 Porirua 5240.