

# Change of landlord/agent form

- › Fill out this form to notify Tenancy Services of a change of landlord or agent for an existing tenancy (including a temporary change when the landlord is going overseas for more than 21 days)
- › 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

**1a** Bond number:

**1b** Bond details Weekly rent \$  Total bond \$

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

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

Street

Suburb  City

Building name  Postcode

**3** Current tenant(s) Print tenant(s) full name(s) below.

Full name

Full name

Full name

Full name

**4** Previous landlord/agent(s) details Print your full name(s) below.

Full name(s)

Landlord ID:  Contact phone

Landlord Signatures

Date

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

I/We have settled all matters relating to the bond and understand that our interest and authority in this bond shall now pass to the new landlord/agent (for example the purchaser or Property Management Company).

**5** New landlord/agent(s) details Print your full name(s) below.

Landlord ID:

Full name(s)

Are you a first time landlord? Yes

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

Landlord Signatures

Date

### Address for service

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

Email

Unit  House no.  Street

Suburb  City

PO Box or Private Bag  Contact phone  Postcode

Date change takes effect



Use this form if during a tenancy the landlord changes and a new landlord takes over.

**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.

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.

**Bond number**

This number is on all our letters to you about the rented property. If you do not have it please call us.

**Weekly rent**

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.

**Property ID number**

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

**Current tenant(s)**

This section needs to be completed by the previous landlord.

**Previous landlord**

This section needs to be completed by the previous landlord.

**New landlord details**

The new landlord(s) should complete this section.

**Landlord ID number** – If you do not know this number, leave the box blank.

**Landlord signatures**

By signing the previous landlord agrees they have settled all matters relating to the bond and understand that their interest and authority in this bond shall now pass to the new landlord/agent (for example the purchaser or property management company).

**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.

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](http://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 koretutu 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, 或发送电邮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.