

# Bond lodgement form

All sections of this form must be completed to enable smooth processing of information, payment and future refunds.

**1 Bond number**  
If payment is to an existing bond for this tenancy, enter the bond number here:

**2 Address of the rented property** (rooming accommodation: include room number)  
  
 Postcode  
Property ID (if known)

**3 Details of dwelling**

Date tenancy started      \$  Weekly rent      \$  Total bond      \$  Payment enclosed

Room  Boarding house room  Bedsit/flat  House/townhouse  Apartment       Number of bedrooms

**4 Landlord details** Email will be the first point of contact if provided.

Are you a first time landlord? Yes  No       Landlord ID

Full name(s) or trading name

( ) Day phone  
( ) Evening phone  
( ) Mobile phone

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

Street address   
 Postcode

Email

Signature(s)   
Date

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

**5 Tenant 1 details** Print full name and bond contribution below. Email will be the first point of contact if provided.

\$

Are you a first time tenant? Yes  No       Birth date

( ) Day phone  
( ) Evening phone  
( ) Mobile phone

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

Use this address for my main contact details at all times?

Street address   
 Postcode

Email

Signature   
Date

By signing this form you agree that the information you have provided is true and correct. **Please turn over for more tenant details** ↪



## 5 Tenant 2 details

Print full name and bond contribution below. Email will be the first point of contact if provided.

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Are you a first time tenant? Yes  No  Birth date

( )  
Day phone  
( )  
Evening phone  
( )  
Mobile phone

### Alternate address for service

(An address for service is explained below)

Use this address for my main contact details at all times?

Street address

Postcode

Email

Signature

Date

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

## 5 Tenant 3 details

Print full name and bond contribution below. Email will be the first point of contact if provided.

 \$

Are you a first time tenant? Yes  No  Birth date

( )  
Day phone  
( )  
Evening phone  
( )  
Mobile phone

### Alternate address for service

(An address for service is explained below)

Use this address for my main contact details at all times?

Street address

Postcode

Email

Signature

Date

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

Please print clearly using a black or blue ink pen.

If you need to add more tenants, please use the "Additional tenants bond lodgement" form and attach it to this 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 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.

The 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 the law. The information you supply will be provided to all parties named in your form or on the bond record. You can access or correct your personal information held by us at any time.

### Property ID number

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

### Landlord ID number

If you do not know the Landlord ID number leave the box blank.

### 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.

**Tenants address for service:** We will use your email address for communication and as an address for service. 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 you give us. A new address for service is required after the tenancy has ended.

**Landlords address for service:** A physical address is required. An email address is preferred as the primary means of communication. If we need to contact you at a physical address regarding this tenancy we will use the address for service you provided.

### Payments

If paying online, please go to [www.tenancy.govt.nz](http://www.tenancy.govt.nz). If paying by cheque please send this form and cheque to: Tenancy Services, PO Box 50 445, Porirua 5240. Please make the cheque payable to: **Tenancy Services.**

### 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/about-tenancy-services/contact-us](mailto:www.tenancy.govt.nz/about-tenancy-services/contact-us)

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

若您有任何关于本表格方面的疑问，或是希望获得有关债券的更多详情，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/about-tenancy-services/contact-us](mailto:www.tenancy.govt.nz/about-tenancy-services/contact-us)

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