

# Bond transfer form

## Tenancy Services

1. Fill out this form to request a bond transfer to a new address.
2. Please read the important information on the back of this form before entering any details.
3. 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 2.
4. If you are making an extra payment, note money orders are not accepted.
5. Use black or dark blue pen.

**1 Bond number**

**2 New bond no.**

**3 Previous address** Date tenancy ended:

Property ID:

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

**4 New address** Date tenancy started:

Property ID:

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

Type of property: Room  Boarding  House Room  House  Flat  Apt

No. of bedrooms  Weekly rent: \$

(Please note: Address for Service is explained on the back of this form)

**5 Previous landlord(s)** Print your full name(s) below

Landlord ID number:

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

Address for service \_\_\_\_\_ Post code \_\_\_\_\_

Daytime phone no. ( ) \_\_\_\_\_

**6 New landlord(s)** Print your full name(s) below

Are you a first time landlord? Yes  No

Landlord ID number:

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

Address for service \_\_\_\_\_ Post code \_\_\_\_\_

Daytime phone no. ( ) \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Fax ( ) \_\_\_\_\_

PO Box/Private Bag \_\_\_\_\_

**7 Previous tenant(s)** Print your full name(s) below

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

Address for service \_\_\_\_\_ Post code \_\_\_\_\_

Daytime phone no. ( ) \_\_\_\_\_

**8 New tenant(s)** Print your full name(s) below

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

Address for service \_\_\_\_\_ Post code \_\_\_\_\_

Daytime phone no. ( ) \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Fax ( ) \_\_\_\_\_

PO Box/Private Bag \_\_\_\_\_

**9 Refund details for previous bond (if any)**

Complete this section only if you are claiming money. Write down payments to either landlord or tenants. Include bank account numbers.

Name: \_\_\_\_\_ Receives: \$ \_\_\_\_\_

Name: \_\_\_\_\_ Receives: \$ \_\_\_\_\_

**10 Transfer details**

Amount to be transferred \$ \_\_\_\_\_

**11 Extra payment details**

Only complete this box if your new bond amount is more than the amount of the bond you are transferring. (Please make cheques payable to: Tenancy Services.)

Extra payment enclosed \$ \_\_\_\_\_

**12 Signatures** All landlords and tenants must sign below and agree that the information provided on this form is true and correct.

Previous landlord signature(s) Date: _____	Previous tenant signature(s) Date: _____	New landlord signature(s) Date: _____	New tenant signature(s) Date: _____
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**This information will help you fill out your form. Please read it BEFORE you write on the form.**

## How to fill out this form

- Please use a black or dark blue pen.
- Print clearly.
- Make sure you write in all the boxes that apply to you. If you don't there may be a delay in processing the bond money.
- Call us if you need help – it's free – on 0800 737 666.

Below is an explanation of each section of the form. The number of each section is next to the explanation.

### 1 Previous 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.

### 2 New bond number

Enter the new bond number if the previous bond is to be transferred to an existing bond at the new address.

### 3 Previous address and 4 New address

**Property ID number** - If you do not know the Property ID number for this property, leave the box blank or call us to find out the number.

This individual number for the property helps us to be more accurate throughout the bond lodgement and refund process.

**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.

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This information will assist Tenancy Services to contact you about this bond and to minimise any delays in paying out/refunding the bond when the tenancy finishes.

**Landlord ID number** - If you do not know the Landlord ID number for this landlord, leave the box blank or call us to find out the number.

This individual number for the landlord helps us to be more accurate throughout the bond lodgement process.

PLEASE NOTE: All landlord details provided to Tenancy Services for this bond (including the Address for Service) will be used as the most current details for all that landlord's properties and bonds.

#### Address for Service

The Address for Service must be a street address in New Zealand where notices and other documents relating to the tenancy will be accepted by you, or on your behalf, even after the tenancy has ended. In addition to a street address, a PO Box, fax number, or email address can also be provided to be used as an Address for Service also.

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

### 7 Previous tenant(s) 8 New tenant(s)

The names and Address for Service and daytime phone number for all new tenants should be included.

This information will assist Tenancy Services to contact you about this bond and to minimise any delays in paying out/refunding the bond when the tenancy finishes.

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

#### Address for Service

The Address for Service must be a street address in New Zealand where notices and other documents relating to the tenancy will be accepted by you, or on your behalf, even after the tenancy has ended. In addition to a street address, a PO Box, fax number, or email address can also be provided to be used as an Address for Service also.

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

### 9 Refund details for previous bond (if any)

Only complete this section if any of the bond from the old address is being refunded to the tenant(s) or landlord(s).

### 10 Transfer amount

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

### 11 Extra payment

The total new bond may be more than your old one. You need to send us any extra money required. You should send us that money with this form. NOTE: we only accept payments by cheque.

### 12 Previous landlord/tenant signatures

These signatures are important because they will be matched with the signatures on the **Bond lodgement form** that you filled out at the start of the previous tenancy. If they are not the same, then any refund/transfer you have requested may be delayed.

### 13 New landlord/tenant signatures

These signatures are important because they will be matched with the signatures on the **Bond refund form** that you will fill out when the new tenancy ends.

## Other information

### Your personal information

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.

This information you supply may also be used for carrying out customer surveys, public education and statistical analysis. We may occasionally provide your information to third parties to carry out this work on our behalf or where it is required by the law. When providing your information to third parties, we will take all reasonable steps to ensure that they do not use your information for any reason other than the intended purpose.

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

Please be aware that a failure to provide the information requested may result in a delay in the processing of the bond.

### Any questions?

If you have any questions about this form or need more information about bonds, please freephone 0800 737 666, fax (04) 237 7884 or write to us at PO Box 50445, Porirua 5240.

Ki te mea he pātai āu mō tēnei puka, kei te pīrangī pārongo rānei mō te moni here (bond), waea koreutu 0800 737 666, waea whakaahua (04) 237 7884, tuhituhi mai rānei ki a mātou i Pouaka Poutāpetā 50445, Porirua 5240.

'A iāi 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, fax (04) 237 7884 pe tusi mai fo'i 'ia 'i matou i le Pusa Meli Numera (PO Box) 50445, Porirua 5240.

## Other help

All our forms and other information are on our website at: [www.tenancy.govt.nz](http://www.tenancy.govt.nz)

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

## Before you send in your form CHECK:

- Has everyone signed the form?
- Is there an Address for Service for the landlord(s) and tenant(s)?
- Are all the \$ boxes filled in correctly?
- Make sure any extra bond payment is enclosed.