

# Boarding House Tenancy Agreement

## HOW TO USE THIS AGREEMENT

1. **This is a legally binding contract.**
2. This agreement is for use in a boarding house tenancy only. **A boarding house tenancy must:**
  - › contain one or more boarding rooms, where tenants have exclusive rights to occupy particular sleep quarters
  - › have communal facilities for shared use by the tenants
  - › be occupied or intended by the landlord to be occupied by at least 6 tenants
  - › be intended to, or in fact does, last for 28 days or more
3. All boarding house tenancy agreements must be in writing. A separate form of tenancy agreement for use for a non-boarding house tenancy is available on our website.
4. The landlord must provide the tenant with a copy of this agreement and any current house rules and Body Corporate rules (if applicable) prior to the commencement of the tenancy.
5. This agreement must be completed in full and the tenant and landlord should each keep a copy. The parties must record their full names correctly.
6. The rights and obligations set out in the *Residential Tenancies Act 1986* are implied in every residential boarding house tenancy agreement.
7. No terms or conditions added to this agreement are valid if they are contrary to the *Residential Tenancies Act 1986*.
8. Landlords must include a signed statement with any new tenancy agreement that covers what insulation a property has, where it is, what type and what condition.
9. Landlords must also provide a statement to confirm they will comply, or already do comply, with the healthy homes standards. This statement can be combined with the insulation statement, with one signature.
10. Landlords must sign a statement about whether the property is insured, and if so, what the excess is. Landlords must also include a statement informing tenants that the insurance policy for the property is available on request.
11. All rental properties must meet the requirements in regulations regarding insulation and smoke alarms.
12. Before signing this agreement all parties should carefully read it and seek information from Tenancy Services if they are unclear about what they are agreeing to.
13. If a bond is paid the landlord must immediately provide a receipt to the tenant.
14. If a bond equivalent to more than one week's rent is paid, a Bond Lodgement form must also be completed and the bond lodged with Tenancy Services within 23 working days of being paid.
15. If the bond paid is equivalent to one week's rent or less the bond does not need to be lodged with Tenancy Services.
16. Parties to tenancy agreements are subject to the provisions of the Privacy Act 1993. Any information provided on this agreement shall not be used or disclosed, without consent, for any purpose other than the administration of the tenancy or to pursue legal action.
17. Letting fees can't be charged to tenants.
18. If there is a problem between the tenant and landlord, and they can't agree, Tenancy Services can help sort it out. Visit [www.tenancy.govt.nz](http://www.tenancy.govt.nz) or call us for free information on **0800 836 262**.

## OUTLINE OF THE PROVISIONS OF THE RESIDENTIAL TENANCIES ACT 1986 (RTA)

Please refer to the *Residential Tenancies Act 1986* and amendments for the complete provisions.

**Tenants and landlords!** If you have problems, talk to each other. If you can't sort it out, talk to us. We can help you sort it out. **0800 TENANCY (0800 836 262), [www.tenancy.govt.nz](http://www.tenancy.govt.nz)**

### 1. Agreement

- › Each party should keep a copy of this tenancy agreement.
- › Changes in the particulars of either party must be notified to the other party within 10 working days.
- › This contract may not be enforceable against a tenant under the age of 18 (a minor). The *Contract and Commercial Law Act 2017* may apply.

### 2. Contact details

- › Each party must provide an email address and mobile phone number if they have them.
- › Each party must supply a physical address for service in New Zealand where notices and other documents relating to the tenancy will be accepted by them, or on their behalf, even after the tenancy has ended. Tenants who supply the rental address as their address for service should update this at the end of the tenancy. Parties may also supply an additional address for service which can include a PO Box, email or facsimile.

### 3. Rent

- › Landlords shall not require rent to be paid more than 2 weeks in advance, nor until rent already paid has been used up.
- › Receipts must be given immediately if rent is paid in cash.

### 4. Bond

- › A bond is not compulsory, but a landlord may require a bond of up to 4 weeks' rent.
- › If the bond is more than the equivalent of one week's rent it must be lodged with the Ministry of Business, Innovation and Employment within 23 working days of being paid.
- › Receipts must be given for bond payments.
- › If the property is sold, the landlord's rights with regard to the bond pass to the purchaser of the property.
- › The bond covers any damage or loss to the landlord if the tenant's obligations are not met, but does not cover fair wear and tear

### 5. Landlord's responsibilities

- › Provide the room in a reasonable state of cleanliness.
- › Provide and maintain the room and boarding house to a reasonable state of repair and
- › Comply with all building, health and safety standards that apply to the premises.
- › Allow the tenant quiet enjoyment of the room.
- › Ensure the tenant has access to the room and toilet and bathroom facilities at all times and to other facilities at all reasonable hours.
- › Ensure the house rules and fire evacuation procedures are on display in the boarding house at all times.

- › Enforce the house rules in a fair and consistent manner and give 7 days' written notice of any new house rules.
- › Pay rates and any insurance taken out by the landlord.
- › Inform the tenant if the property is on the market for sale.
- › Provide the tenant each week with an itemised account of the services provided and the amounts payable.
- › Not interfere with the supply of any services to the premises.
- › Appoint an agent and notify the tenant and Bond Centre of that person's details if the landlord is leaving New Zealand for more than 21 consecutive days.
- › Comply with all requirements in respect of smoke alarms imposed on the landlord by regulations. Landlords need to have working smoke alarms installed in all their residential rental homes. Any replacement alarms installed after 1 July 2016 (other than hard-wired systems) need to have long life batteries and a photoelectric sensor.
- › Inform the tenant of any changes to the information in the insurance statement.

### 6. Tenant's responsibilities

- › Pay the rent on time.
- › Keep the boarding room reasonably clean and tidy, and notify the landlord as soon as any repairs are needed. You may not withhold rent if you cannot get repairs done. Seek information from the Ministry of Business, Innovation and Employment (0800 83 62 62).
- › Use the premises principally for residential purposes.
- › Pay all electricity, gas, water telephone and internet charges supplied to the individual room if they are exclusively attributable to the tenants occupation of the room, such as separately metered outgoings (note the tenant is not responsible for outgoings in respect of common facilities or in respect of rooms occupied by more than one tenant).
- › Not damage or permit damage to the premises, and inform the landlord of any damage.
- › Not disturb the neighbours or the landlord's other tenants.
- › Not alter the boarding house or room without the landlord's written consent.
- › Observe the house rules.
- › Not keep a pet on the premises without the landlord's permission.
- › Replace batteries in smoke alarms as required.
- › Not use the room and premises for any unlawful purpose.
- › Leave the room clean and tidy, and clear the property of your rubbish and possessions at the end of the tenancy.
- › At the end of the tenancy, leave all keys and such things with the landlord. Leave all chattels supplied with the tenancy.

## 7. Rights of entry

The landlord may enter the boarding house at any time.

The landlord may enter a boarding room **without notice only in the following circumstances:**

- › with the tenant's consent (or if the room is shared, the consent of any tenant of the room) freely given at, or immediately before, the time of entry, or
- › if the landlord believes on reasonable grounds that there is an emergency, or that there is serious risk to life or property, and immediate entry is necessary to reduce or eliminate that risk, or
- › where entry is necessary to provide services that the landlord and tenant have agreed to, as long as the entry is in accordance with the conditions of the agreement or house rules, or
- › in accordance with an order from the Tenancy Tribunal.

The landlord may enter a boarding room after giving 24 hours' notice to any tenant of the room, for any of the following purposes:

- › to inspect the room, if no inspection has been made within the last four weeks
- › if the landlord wishes to confirm whether or not a tenant has abandoned the room
- › where the landlord has reasonable grounds to believe the tenant has not met their obligations under the RTA
- › to show the room to a prospective tenant or purchaser
- › where entry is necessary to enable the landlord to fulfil their obligations under the Act
- › to inspect work the landlord required the tenant to carry out, or the tenant agreed to carry out
- › to show the room to a lender or registered valuer, real estate agent, expert, or building inspector engaged in the preparation of a report for the purpose of appraising or evaluating the boarding house
- › for compliance or preparation for compliance with any requirements regarding smoke alarms, insulation and healthy homes standards
- › to test for contamination, after 48 hours' notice.

When entering a boarding room, the landlord:

- › must do so in a reasonable manner
- › must not stay in the room longer than is necessary to achieve the purpose of entry
- › must not interfere with the tenant's property, unless it is necessary to achieve the purpose of entry
- › must not use or threaten to use unauthorised force.

## 8. Locks

Locks can only be changed with the agreement of both the tenant and the landlord. They should be provided and maintained in a secure state by the landlord.

## 9. Insulation

- › Landlords must include a signed statement with any new tenancy agreement that covers what insulation a property has, where it is, what type and what condition.
- › Landlords must provide ceiling and underfloor insulation that meets minimum standards unless they meet an exception. In the case of an exception, the landlord must explain how it applies.

- › Landlords must make all reasonable efforts to obtain the required information. This includes physically looking, engaging a professional to do an assessment and/or checking the council building file.

## 10. Healthy Homes Standards

Landlords must include a statement in the tenancy agreement, which confirms:

- › that on and after the commencement of the tenancy, the landlord will comply with the healthy homes standards as required by section 661(1)(bb) of the Residential Tenancies Act, **or**
- › that the landlord already complies with the healthy homes standards as required by 661(1)(bb) of the Residential Tenancies Act

This statement can be combined with the insulation statement, with one signature.

## 11. Insurance

- › Landlords must disclose whether or not the property is insured in a statement as part of any new tenancy agreement, and if so, the excess amount of any relevant policies. Landlords must also include a statement informing the tenant that a copy of their insurance policy is available on request.
- › Landlords must provide tenants with this insurance information (if requested within a reasonable timeframe) and provide updated information within a reasonable timeframe if insurance information changes, or (where they are not the insurance holder) within a reasonable timeframe of becoming aware of the changes.
- › If tenants or their guests damage a rental property as a result of careless behaviour, the tenant is only liable for the cost of the damage up to four weeks' rent or the insurance excess (if applicable), whichever is lower. Tenants on income-related rents are liable for the cost of the damage up to four weeks' market rent or the insurance excess (if applicable), whichever is lower.
- › Tenants will be liable for the full cost of damage that they or their guests cause intentionally or that results from an act or omission that constitutes an imprisonable offence.

## 12. Notice to terminate tenancy

The tenant may terminate the tenancy by giving the landlord 48 hours' oral or written notice.

The landlord may terminate the tenancy immediately if the tenant has caused or threatened to cause serious damage to the premises or serious disruption to other tenants, or has endangered or threatened to endanger people or property.

The landlord may terminate on 48 hours' written notice if the tenant is using the premises for an illegal purpose, has abandoned the room, or has not complied with a 10 day notice to pay rent arrears.

The landlord may terminate the tenancy by giving 28 days' notice in writing if no reason is given.

## 13. Mitigation of loss

If one party to the tenancy agreement breaches it, the other party must take all reasonable steps to limit the damage or loss arising from the breach.

## LANDLORD DETAILS

Name(s)

**This section must be filled in. It is important to give good contact details.**

Physical address for service

Email

This email address will be used as an address for service (strike out if not agreed)

Phone

(Mobile)

(Hm)

(Wk)

Other contact address(es)

**Additional address for service** (This may be a PO Box)

## AGENT DETAILS\*

Name(s)

**This section must be filled in. It is important to give good contact details.**

Physical address for service

Email

This email address will be used as an address for service (strike out if not agreed)

Phone

(Mobile)

(Hm)

(Wk)

Other contact address(es)

**Additional address for service** (This may be a PO Box)

\*If the premises are managed by a person other than the landlord, the tenancy agreement must contain that person's name and contact details, which must include a phone number.

## TENANT DETAILS

Name(s)

Identification

Drivers licence

Passport

Other

Write ID Number:

**This section must be filled in. It is important to give good contact details.**

Physical address for service

Email

This email address will be used as an address for service (strike out if not agreed)

Phone

(Mobile)

(Hm)

(Wk)



Other contact address(es)

Additional address for service (This may be a PO Box)

Is any tenant under the age of 18? (Tick one)

Yes  No

TENANCY DETAILS

Address of tenancy (including room number to which the tenancy relates)

The landlord must attach the following documents if applicable (please tick to show these have been attached or strike out if not applicable):

- Most recent House Rules for the boarding house
 Fire evacuation procedure applying to the premises
 Body Corporate rules (only if boarding house premises a Unit Title premises)

Rent per week \$ To be paid (Tick one)  in advance  weekly  fortnightly

Bond amount \$

Rent to be paid at

Or into Bank Account No. [grid of boxes]

Account name

Bank Branch

The landlord and tenant agree that:

1. This boarding house tenancy shall commence on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and is intended to last for: (Tick one)

- 28 days or more
 has lasted for 28 days or more.

2. Tick one:

- This boarding house tenancy is a joint tenancy with \_\_\_\_\_.
 This boarding house tenancy is not a joint tenancy.

3. Tick one:

- The boarding room which the tenant is renting is not shared by other tenants.
 The boarding room which the tenant is renting is shared by other tenants and the maximum number of other tenants who may occupy the room is \_\_\_\_\_.

4. The landlord shall provide the following services to the tenant that are not covered by rent:

Table with 2 columns: SERVICE, COST





# INSURANCE STATEMENT

This insurance statement is for landlords, property managers and boarding house managers who can attach it to their own tenancy agreement.

## Law changes relating to insurance and damage

- › From 27 August 2019, the law requires landlords to disclose whether or not the property is insured in a statement as part of any new tenancy agreement, and if so, the excess amount of any relevant policies. Landlords need to include information about insurance that is relevant to the tenant’s liability for damage to premises.
- › If the rental property is part of a body corporate, landlords will need to include relevant insurance information for both damage to the rental property itself, and the shared facilities.
- › They must also include a statement informing the tenant that a copy of their insurance policy is available on request. This ensures that the tenant knows what actions or omissions could invalidate the insurance policy and also helps the tenant to know what is covered by insurance and the excess payable on the insurance policy.
- › Landlords must provide tenants with this insurance information (if requested within a reasonable timeframe) and provide updated information within a reasonable timeframe if insurance information changes, or (where they are not the insurance holder) within a reasonable timeframe of becoming aware of the changes.
- › If tenants or their guests damage a rental property as a result of careless behaviour, the tenant is liable for the cost of the damage up to four weeks’ rent or the insurance excess (if applicable), whichever is lower. Tenants on income-related rents are liable for the cost of the damage up to four weeks’ market rent or the insurance excess (if applicable), whichever is lower.
- › Tenants will be liable for the full cost of damage that they or their guests cause intentionally or that results from an act or omission that constitutes an imprisonable offence.

## Insurance statement

Landlords must either complete this form or attach a statement containing the same information.

### Address of tenancy

---

There is insurance covering this rental property that is relevant to tenant’s liability for damage to premises, including damage to body corporate facilities.  Yes  No

The table below specifies the excess amounts of all relevant insurance policies for this property.

Name/type of policy	Insurer	Excess amount
1.		\$
2.		\$
3.		\$
4.		\$

The insurance policy for this property is available for the tenant if they request it. This ensures that the tenant knows what actions or omissions could invalidate the insurance policy and also helps the tenant to know what is covered by insurance and the excess payable on the insurance policy.

**If these insurance details change and the information above or the policy documents are no longer correct, you must provide the correct information to your tenant within a reasonable time.**

# INSULATION STATEMENT

Landlords must either complete this form or attach a signed insulation statement containing the same information.

1. Does insulation meet the minimum requirements for ceiling insulation?<sup>1</sup>

Yes  No

If no, explain specifically what exception applies and which room(s) it applies to.

(e.g. professional installer cannot access skillion ceiling above bedroom 2).

---

---

---

2. Does insulation meet the minimum requirements for underfloor insulation?

Yes  No

If no, explain specifically what exception applies and which room(s) it applies to.

(e.g. professional installer cannot access subfloor space safely).

---

---

---

## Ceiling insulation

Location/coverage

Complete (all rooms)  
 Partial (specify areas not insulated):

None  
 I don't know as ceiling space is not accessible in the following areas (specify reason for inaccessibility):<sup>2</sup>

Type

Segments/Blankets  
 Loose-fill  
 Other (specify) \_\_\_\_\_  
 Ceiling space is not accessible

Bulk Insulation value (R-value): \_\_\_\_\_ or minimum thickness: \_\_\_\_\_

Age of ceiling insulation (if known): \_\_\_\_\_

Condition

Insulation is in at least a reasonable condition (if not, please explain why):

Insulation has no gaps other than clearances where required (e.g. around older style downlights and chimney flues)

Ceiling space is not accessible

## Underfloor insulation

Location/coverage

Complete (all rooms)  
 Partial (specify areas not insulated):

None  
 I don't know as underfloor space is not accessible in the following areas (specify reason for inaccessibility):<sup>2</sup>

**The Building Act 2004 bans the installation and/or repair of foil insulation in residential buildings with existing electrical installations. Anyone doing so may be liable to a fine of up to \$200,000. Existing foil insulation which is in reasonable condition does not need to be replaced. Foil insulation which is damaged (e.g. torn, foil hanging down off the floor joists or is no longer reflective) must be replaced with insulation which meets legal requirements.**

<sup>1</sup> For guidance on exceptions and requirements, refer to MBIE's *Insulation Requirements – A guide for Landlords*: [www.tenancy.govt.nz/assets/Uploads/Insulation-requirements.pdf](http://www.tenancy.govt.nz/assets/Uploads/Insulation-requirements.pdf)  
<sup>2</sup> See [tenancy.govt.nz/maintenance-and-inspections/insulation/insulation-grants/](http://tenancy.govt.nz/maintenance-and-inspections/insulation/insulation-grants/) for examples of access exceptions that may apply.



- Type
- Segments/Blankets
  - Polystyrene
  - Foil
  - Bulk Insulation with foil lining
  - Other (specify) \_\_\_\_\_
  - Underfloor space is not accessible

Bulk Insulation value (R-value): \_\_\_\_\_ or minimum thickness (n/a for foil): \_\_\_\_\_

Age of underfloor insulation (if known): \_\_\_\_\_

- Condition
- Insulation is in at least a reasonable condition (if not, please explain why): \_\_\_\_\_
  - Insulation has no gaps other than clearances where required (e.g. around pipes)
  - Underfloor space is not accessible

**Wall insulation**

- Location/coverage
- Complete (all rooms)
  - Partial (specify areas not insulated): \_\_\_\_\_
  - None
  - I don't know as wall insulation is not accessible

**Wall insulation is not compulsory.  
However, you must provide this information where it is known.**

Supplementary Information Any other details about the type or condition if known: \_\_\_\_\_

Date insulation was last upgraded if known: \_\_\_\_\_ or N/A

Date insulation was professionally assessed if known: \_\_\_\_\_ or N/A

**Landlord Statement**

I/we, \_\_\_\_\_ (name of landlord(s)) declare that the information contained in this insulation statement is true and correct as at the date of signing and that all reasonable efforts have been made to obtain information about the location, type and condition of insulation at the premises.

**Healthy homes standards statement**

**Strike out one option**

I/we, \_\_\_\_\_ (name of the landlord(s)) **will comply** with the healthy homes standards as required by section 661(1)(bb) of the Residential Tenancies Act.

I/we, \_\_\_\_\_ (name of the landlord(s)) **already comply** with the healthy homes standards as required by section 661(1)(bb) of the Residential Tenancies Act.

Signature \_\_\_\_\_

Date signed \_\_\_\_\_

LANDLORD

# ROOM INSPECTION REPORT

This report is intended to help avoid disputes

This should be used to record the condition of the boarding house room at the start of the tenancy.

The landlord and the tenant should fill out this form together, and tick the appropriate box if the condition is acceptable, or record any damage or defects.

	ROOM AND ITEM	CONDITION ACCEPTABLE?		DAMAGE/DEFECTS
		LANDLORD	TENANTS	
<b>BOARDING ROOM</b>	Wall/Doors			
	Lights/Power points			
	Floors/Floor Coverings			
	Windows			
	Blinds/Curtains			
	Smoke Alarms			
	Other			

## List of furniture and chattels

Provided by the landlord

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Signatures for Property Inspection Report

Do not sign unless you agree to all the details in the Property Inspection Report

Signed by \_\_\_\_\_ Date signed \_\_\_\_\_  
 LANDLORD

Signed by \_\_\_\_\_ Date signed \_\_\_\_\_  
 TENANT