

## Lodging a bond

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You can lodge bonds with Tenancy Services using the online bond payment system.

### Lodge your bond online

You can now lodge individual bonds online.

You will need to complete a bond lodgement form and have it signed by everyone who signed the tenancy agreement. The same people who sign the bond lodgement form need to sign the bond refund form when the tenancy ends. If these signatures don't match, there will be delays processing the bond.

To submit the bond lodgement form you will need to save it as a PDF. You will also need to make an online payment to Tenancy Services.

### Lodge your bond by cheque

You can also post your form to us with a cheque.

You will need to:

- make the cheque out to Tenancy Services
- enclose the completed bond lodgement form (signed by the landlord and all named tenants)
- include an address for service (a place to receive letters about the tenancy) for both the landlord and the tenant(s).

Send the form and cheque to:

Tenancy Services  
PO Box 50445  
Porirua 5240

[Download the bond lodgement form below \(http://www.tenancy.govt.nz/rent-bond-and-bills/bond/changing-a-name-on-a-bond-record/#related-content\).](http://www.tenancy.govt.nz/rent-bond-and-bills/bond/changing-a-name-on-a-bond-record/#related-content)