

## Change of tenant form - new tenant SECTION 1

- › Use this form to notify Tenancy Services of any new tenants that need to be added to the bond record.
- › If you are using a pen to fill in this form, please print clearly.
- › Before you start, read the important information on the last page of this form.

### Landlords and continuing tenants fill in this section

**1** Bond number

**2** Tenancy address

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

Address line 1

Address line 2

City  Postcode

**3** Landlord details

Full name(s) or trading name

Landlord ID  Contact phone

Landlord signature(s)

Date  /  /   
DD MM YYYY

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

**4** Continuing tenant(s)

Print your full name(s) below

Full name(s)	Date of birth (optional)	Signature
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> DD MM YYYY	<input type="text"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> DD MM YYYY	<input type="text"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> DD MM YYYY	<input type="text"/>
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<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> DD MM YYYY	<input type="text"/>
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> DD MM YYYY	<input type="text"/>

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

## Change of tenant form - new tenant SECTION 2

› All new tenant(s) must complete the sections below in full to enable smooth processing of information for future refunds.

### New tenants fill in this section

Bond number

#### 1 Tenant 1 details

Full name  Contact phone

Email  Date of birth (optional)  /  /   
DD MM YYYY

Email will be first point of contact if provided

Postal address

Address line 1

Address line 2

City  Postcode

Signature

Date  /  /   
DD MM YYYY

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

#### 2 Tenant 2 details

Full name  Contact phone

Email  Date of birth (optional)  /  /   
DD MM YYYY

Email will be first point of contact if provided

Postal address

Address line 1

Address line 2

City  Postcode

Signature

Date  /  /   
DD MM YYYY

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

Bond number

**3 Tenant 3 details**

Full name  Contact phone

Email  Date of birth (optional)  /  /   
DD MM YYYY

Email will be first point of contact if provided

Postal address

Address line 1

Address line 2

City  Postcode

Signature

Date  /  /   
DD MM YYYY

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

**4 Tenant 4 details**

Full name  Contact phone

Email  Date of birth (optional)  /  /   
DD MM YYYY

Email will be first point of contact if provided

Postal address

Address line 1

Address line 2

City  Postcode

Signature

Date  /  /   
DD MM YYYY

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

# Tenancy Services

A change of tenant (new tenant) form can only be processed if the landlord and all tenants (everyone named on the bond record) agree.

If you need to remove any tenants who have moved out and no longer have an interest in the bond use the change of tenant (departing tenant) form.

## Privacy statement

Personal Information provided on this form will be held and used by the Ministry of Business, Innovation and Employment for the purposes of administering and enforcing 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 correctly identify you. Supplying your date of birth is optional.

The personal information you supply will not be used for any other reasons unless permitted under the Privacy Act 2020 (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. For more information on the access to or correction of personal information visit: [www.tenancy.govt.nz/about-tenancy-services/privacy](http://www.tenancy.govt.nz/about-tenancy-services/privacy)

## Bond number

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

## Landlord details

The landlord(s) should complete this section.

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

## Address information

By providing us your contact details you are authorising Tenancy Services to contact you.

We collect this information so we can contact you about this bond and minimise any delays in paying out/refunding the bond when the tenancy finishes.

If you provide an email address, we will use this as the primary way 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 TENANCY (0800 83 62 62) or contact us by email at

[www.tenancy.govt.nz/contact-us](http://www.tenancy.govt.nz/contact-us)

Ki te mea he pātā āu mō tēnei puka, kei te pīrangi pārongo rānei mō te moni here (bond), waea koreutu 0800 TENANCY (0800 83 62 62), 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 TENANCY (0800 83 62 62), 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 TENANCY (0800 83 62 62),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

**Email:** [bonds@tenancy.govt.nz](mailto:bonds@tenancy.govt.nz)

**Post:** Tenancy Services  
PO Box 50445  
Porirua 5240

When we receive your form, we will update the bond record and send you a confirmation that this has been done.