

Landlord/agent contact form

- Use this form to notify us of a temporary change in landlord (for example if the landlord is leaving the country for 21 days or more and is returning in the near future), or to add or remove landlord/agent signatories.
- For property management organisations, you must nominate at least one organisation (org) admin for your landlord record. You can have more than one.
- Your org admin(s) will be the one responsible for maintaining the landlord record and adding or removing landlord contacts.
- Before you start, read the important information on the last page of this form.

1 Landlord details

Landlord ID: Contact phone

Full name(s) or trading name

2 Remove landlord contacts

Full name(s)	Effective date
<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"/> DD MM YYYY
<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"/> DD MM YYYY

3 New landlord contacts

Landlord 1

Full name(s)	Signature	Org Admin?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Contact phone <input type="text"/>	Email <input type="text"/>	
Effective from date <input type="text"/> / <input type="text"/> / <input type="text"/> DD MM YYYY	Effective to date <input type="text"/> / <input type="text"/> / <input type="text"/> DD MM YYYY	

Landlord 2

Full name(s)	Signature	Org Admin?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Contact phone <input type="text"/>	Email <input type="text"/>	
Effective from date <input type="text"/> / <input type="text"/> / <input type="text"/> DD MM YYYY	Effective to date <input type="text"/> / <input type="text"/> / <input type="text"/> DD MM YYYY	

Landlord 3

Full name(s)

Signature

Org Admin?

Contact phone

Email

Effective from date

 / /
DD MM YYYY

Effective to date

 / /
DD MM YYYY

Landlord 4

Full name(s)

Signature

Org Admin?

Contact phone

Email

Effective from date

 / /
DD MM YYYY

Effective to date

 / /
DD MM YYYY

Landlord 5

Full name(s)

Signature

Org Admin?

Contact phone

Email

Effective from date

 / /
DD MM YYYY

Effective to date

 / /
DD MM YYYY

Landlord 6

Full name(s)

Signature

Org Admin?

Contact phone

Email

Effective from date

 / /
DD MM YYYY

Effective to date

 / /
DD MM YYYY

4 Approved by

Full name(s)

Signature

Date

 / /
DD MM YYYY

By signing this form you approve that the landlord contacts listed above can act on behalf of the landlord identified.

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. We may occasionally provide your information to third parties to carry out this work on our behalf.

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

Landlord ID

If you do not know your landlord ID, leave the box blank.

Approved by

The approved by section can be filled out by the current landlord or the business owner/manager for the property management organisation.

Effective from/to fields

Use these fields to tell us when the landlord contact is acting as an agent or on behalf of the landlord.

Any questions?

All our forms and other information are on our website at www.tenancy.govt.nz/bond.

If you have any questions about this form or need more information about bonds, please call 0800 TENANCY (0800 83 62 62) or contact us by email at www.tenancy.govt.nz/contact-us

Ki te mea he pātai āu mō tēnei puka, kei te pīrangī 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

'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

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

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

Post: Tenancy Services
PO Box 50 445
Porirua 5240

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