

Change of landlord form

- › Use this form to notify Tenancy Services of a permanent change of landlord for an existing tenancy.
- › For a temporary change, for example when the landlord is going overseas for more than 21 days, please use the landlord contact form.
- › Before you start, read the important information on the last page of this form.

1 Bond number

2 Tenancy address

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

Address line 1

Address line 2

City Postcode

3 Current tenant(s)

Full name(s)

4 Previous landlord/agent details

Full name

Landlord ID Contact phone

I/We have settled all matters relating to the bond and understand that our interest and authority in this bond (including the general bond and pet bond if there is one) shall now pass to the new landlord/agent (for example, the purchaser or Property Management Company).

Landlord signature(s)

Date / /
DD MM YYYY

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

Bond number

5 New landlord/agent details

Landlord ID Contact phone

Full name

Email (first point of contact if provided)

Postal address

Address line 1

Address line 2

City Postcode

Date change takes effect / /
DD MM YYYY

Landlord signature(s)

Date / /
DD MM YYYY

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

☐ Please tick this box if you have attached additional supporting documentation.

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

Bond number

This is the bond number for the tenancy address. One bond number can cover a general bond, a pet bond, or both. There are not separate bond numbers for each type of bond. This number is on all our letters to you about the rented property. If you do not have it please call us.

Current tenant(s)

This section needs to be completed by the previous landlord.

Previous landlord

This section needs to be completed by the previous landlord.

New landlord details

The new landlord(s) should complete this section.

Landlord ID number

If you do not know this number, leave the box blank.

Landlord signatures

By signing the previous landlord agrees they have settled all matters relating to the bond and understand that their interest and authority in this bond shall now pass to the new landlord/agent (for example the purchaser or property management company).

Address

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/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 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

‘A iai ni fesili e uiga i lenei pepa pe mana’omia fo’i nisi fa’amatalaga e uiga i le tupe fa’atau (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.