

## Change of tenant form – departing tenant

- › Use this form to notify Tenancy Services of a change of tenant within an existing tenancy that is continuing. Each tenant that is leaving will need to fill in a form.
- › At least 1 of the original tenants must continue to rent the property.
- › To claim any bond for the property, complete the bond refund form.
- › By signing this form as departing tenant, you are agreeing that you have no further claim on the general bond or pet bond for the property.
- › If you are using a pen to fill in this form, please print clearly.
- › Read the important information on the last page of this form before entering any details.

### 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 Departing tenant

Full name(s)

Departure date  /  /  Contact phone   
DD MM YYYY

Signature

Date  /  /   
DD MM YYYY

By signing this form you agree that the information you have provided is true and correct.  
By signing this form, you are agreeing you have no further claim on any bond held for the property.

# Tenancy Services

Tenant names can only be changed if the landlord and all tenants (everyone named on the bond record) agree.

If any of the tenants change during a tenancy, everyone else has to agree. Whenever this happens, and if a bond is held by Tenancy Services, use this form to update the tenant details to match the agreed tenant changes in the tenancy agreement.

If a new tenant will not have an interest in the general bond and pet bond (if there is one), you do not need to add them to the bond record, but you may still need to complete this form to remove any tenants who have moved out. Each tenant that is leaving will need to fill in a separate 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.

The personal information you supply will not be used for any other reasons unless permitted under the Privacy Act 2020 (for example, 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)

## 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.

## Bond number

One bond number can cover a general bond and a pet bond. There are not two separate numbers for each. 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.

## Departing tenants

This section needs to be signed by the departing tenant. They agree they have no further claim on the general bond or pet bond for the property.

If all original tenants are moving out do not use this form. You must instead complete a bond refund form to have the existing bond refunded. The new tenants and landlord should lodge a new bond with us online.

## 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 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](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’amaui (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 confirmation that this has been done.

