



Department of
Building and Housing
Te Tari Kaupapa Whare

Change of tenant form

1. Fill out this form to notify the Department of Building and Housing of a change of tenant.
2. Please read the important information on the back of this form before entering any details.
3. At least one of the original tenants must continue to rent the property.
4. If you have a separate tenancy agreement for a room in the property, please supply the room number.
5. Use black or dark blue pen.

1 Bond number											
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1a Bond details	Weekly rent \$							Total bond \$							
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2 Address of the rented property									Property ID:							
Room no.		Unit/ Flat no.		Street no.		Street name										
Suburb						Town/ City										
Property/ Building name												Rural delivery no.				

3 Landlord details	Print your full name(s) below															
Name(s)																DBH Landlord ID Number

Address for Service (An Address for Service is explained on the back of this form.)																	
Unit/Flat no.			Street no.			Street name									Rural delivery no.		
Suburb						Town/ City									Postcode		
PO Box/ Private Bag						Fax ()			Daytime phone no. ()								
Email												Mobile					

4 Departing tenant(s)	Print your full name(s) below														
Name(s)			Departure date		Daytime contact phone no.		Signature(s)								
I/We wish to advise that we are leaving this tenancy and will make no claim to this bond money.															

5 New/continuing tenant(s)	Print your full name(s) below																
Name(s)																	
Address for Service (An Address for Service is explained on the back of this form.)																	
Unit/Flat no.			Street no.			Street name									Rural delivery no.		
Suburb						Town/ City									Postcode		
PO Box/ Private Bag						Fax ()			Daytime phone no. ()								
Email												Mobile					

6 Signatures	All landlords and tenants must sign below and agree that the information provided on this form is true and correct.		
Landlord(s) signature(s):		New/continuing tenant(s) signature(s):	
Date:		Date:	

Please send this form to the Department of Building and Housing,
PO Box 50 445, Porirua 5240, or fax to (04) 237 7884, or email to info@dbh.govt.nz
If you need help, call freephone **0800 737 666** or visit our website at www.dbh.govt.nz



This information will help you fill out your form.

Please read it BEFORE you write on the form.

How to fill out this form

- Please use a black or dark blue pen.
- Print clearly.
- Make sure you write in all the boxes that apply to you. If you don't there may be a delay in processing the bond money.
- Call us if you need help – it's free – on 0800 737 666.

Below is an explanation of each section of the form. The number of each section is next to the explanation.

1 Bond number

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

1a Weekly rent

This information is gathered by the Department of Building and Housing so that the general public and landlords have access to current rental market information through the Department's website. No personal, individual bond or property information will be published there.

2 Address of the rented property

Property ID number - If you do not know the Property ID number for this property, leave the box blank or call us to find out the number.

This individual number for the property helps us to be more accurate throughout the bond lodgement and refund process.

3 Landlord details

The landlord(s) should complete this section.

This information will assist the Department of Building and Housing to contact you about this bond and to minimise any delays in paying out/refunding the bond when the tenancy finishes.

Landlord ID number - If you do not know the Landlord ID number for this landlord, leave the box blank or call us to find out the number.

PLEASE NOTE: All landlord details provided to the Department of Building and Housing for this bond (including the Address for Service) will be used as the most current address for **all** that landlord's properties and bonds.

Address for service

The address for service must be a street address in New Zealand where notices and other documents relating to the tenancy will be accepted by you, or on your behalf, even after the tenancy has ended.

In addition to a street address, a PO Box, fax number, or email address can also be provided to be used as an Address for Service also.

PLEASE NOTE: By providing a PO Box, fax number, or email address, you are authorising the Department of Building and Housing to use these to contact you.

4 Departing tenants

This section needs to be signed by all the departing tenants. They need to agree that they have no further claim on any bond held for the property.

5 New/continuing tenant details

The tenants(s) should complete this section. At least one of the original tenants must be continuing to rent the property and include his/her name in this section.

This information will assist the Department of Building and Housing to contact you about this bond and to minimise any delays in paying out/refunding the bond when the tenancy finishes.

Address for service

The address for service must be a street address in New Zealand where notices and other documents relating to the tenancy will be accepted by you, or on your behalf, even after the tenancy has ended.

In addition to a street address, a PO Box, fax number, or email address can also be provided to be used as an Address for Service also.

PLEASE NOTE: By providing a PO Box, fax number, or email address, you are authorising the Department of Building and Housing to use these to contact you.

6 Signatures

These signatures are important because they will be matched with the signatures on the **Bond refund form** that you will fill out when the tenancy ends.

Other information

Your personal information

The Privacy Act 1993 requires the Department of Building and Housing to inform you that:

- this information will be held by the Department of Building and Housing. The information will be used for the purposes of the administration of the Residential Tenancies Act 1986; customer surveys; public education and statistical analysis (in which the parties will not be identified). This information may also be used in the administration of dispute resolution services.
- you have the right to access and correct personal information held about yourself
- all your personal information on this form will be available to you only. It will not be passed to any other organisation without your consent or unless required by law.

Any questions?

If you have any questions about this form or need more information about bonds, please freephone 0800 737 666, fax (04) 237 7884 or write to us at PO Box 50 445, Porirua 5240.

Ki te mea he pātai āu mō tēnei puka, kei te pīrangi pārongo rānei mō te moni here (bond), waea koreutu 0800 737 666, waea whakaahua (04) 237 7884, tuhituhi mai rānei ki a mātou i Pouaka Poutāpeta 50445, Porirua 5240.

'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 737 666, fax (04) 237 7884 pe tusi mai fo'i 'ia 'i matou i le Pusa Meli Numera (PO Box) 50445, Porirua 5240.

Other help

All our forms and other information are on our website under Tenancy at: www.dbh.govt.nz

If you have questions at any time about your rights and obligations when renting, call our tenancy advice freephone:

0800 TENANCY (0800 83 62 62).

Before you send in your form CHECK:

- Has everyone signed the form?
- Is there an address for service for the tenant(s) and landlord(s)?