

# Bond lodgement form

- › All sections of this form must be completed to enable smooth processing of information, payment and future refunds
- › Landlords' and all tenants' **signatures must be provided**. Incomplete forms will be returned
- › Complete in a black or blue pen with **CAPITAL** letters if handwriting
- › Read the important information on the back of this form before entering any details

**1** If payment is to an existing bond for this tenancy, enter the bond number here:

**2** Address of the rented property Property ID (if known):

Room no.  (for boarding house or room only tenancy) Unit  House no.  Street

Suburb  City

Building name  Postcode

Weekly rent \$  Total bond \$  Total amount enclosed \$

Date tenancy started  No. of bedrooms  Dwelling type (tick one): House/Townhouse  Apartment  Room   
   See reverse for definitions Boarding house room  Bedsit/Flat

**3a** Landlord details Are you a first time landlord? Yes  Landlord ID:

Full name(s) or trading name

Contact phone

**3b** Landlord address for service Email will be first point of contact if provided

Email

Unit  House no.  Street

Suburb  City

PO Box or Private Bag  Postcode  By signing this form you agree that the information you have provided is true and correct

Landlord Signatures

  
  

Date

**4a** Tenant 1 details

Full name  Bond contribution \$

Are you a first time tenant? Yes  Date of Birth (optional)  Contact phone

**4b** Tenant 1 new address for service Email will be first point of contact if provided

Email

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

Street

Suburb  City

PO Box or Private Bag  Postcode  By signing this form you agree that the information you have provided is true and correct

Signature

  
  

Date

**4c** Tenant 2 details

Full name  Bond contribution \$

Are you a first time tenant? Yes  Date of Birth (optional)  Contact phone

**4d** Tenant 2 new address for service Email will be first point of contact if provided

Email

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

Street

Suburb  City

PO Box or Private Bag  Postcode  By signing this form you agree that the information you have provided is true and correct

Signature

  
  

Date



If you need to add more tenants, please use the ***Additional tenants bond lodgement form*** and attach it to this form.

### Privacy statement

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

Bond contribution information provided to Tenancy Services may be used to help confirm refund details for each tenant at the end of the tenancy. Supplying this information is optional.

The personal information you supply will not be used for any other reasons unless permitted under the Privacy Act 1993 (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.

### Dwelling type definitions

**House/Townhouse:** When you live in a self-contained property, usually a building with land

**Apartment:** When you live in a property with self-contained areas (e.g. apartments, units) and shared areas (e.g. building lifts, driveways)

**Boarding House Room:** When you live in a room in a boarding house – i.e. rented separately but sharing facilities in a building intended for 6 people or more

**Room:** When you live in a room in a house which is not a boarding house – i.e. rented separately but sharing facilities in a building intended for less than 6 people

**Bedsit/Flat:** When you live in a place which is either part of a subdivided building, or a building which is independent of the primary residence of a property (e.g. sleep-out)

### Property ID number

If you do not know the Property ID number for this property, leave the box blank.

### Weekly rent and Dwelling type

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

**No. of bedrooms** – If you are only renting a room, the number of bedrooms is one.

### Landlord ID number

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

### Address for service

This information will assist Tenancy Services to contact you regarding this bond and to minimise any delays in paying out/refunding the bond when the tenancy finishes.

#### Landlord's address for service:

If you provide an email address, we will use this as the primary means for communication. However, a physical address must also be provided.

If we need to contact you at a street address regarding this tenancy we will use the address for service you provided.

In addition to a street address, a PO Box address can also be provided as an address for service.

#### Tenant's address for service:

If you provide an email address, we will use this as the primary means for communication. If we need to contact you at a street address during your tenancy we will use the address of the rented property or the address for service you give us. A new address for service is required after the tenancy has ended.

In addition to a street address, a PO Box can also be provided to be used as an address for service.

**PLEASE NOTE:** By providing a PO Box or email address, you are authorising Tenancy Services to use these 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 737 666 or contact us by email at **[www.tenancy.govt.nz/contact-us](mailto: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 737 666, whakapā rānei ki a mātou i te īmēra **[www.tenancy.govt.nz/contact-us](mailto: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 737 666, pe feso’ota’i mai ile emeli **[www.tenancy.govt.nz/contact-us](mailto: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 737 666,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](mailto: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

**Online:** If paying online, please go to [www.tenancy.govt.nz](http://www.tenancy.govt.nz) and follow the ‘Lodging a bond’ online instructions.

**Post:** If paying by cheque please send this form and cheque to: Tenancy Services, PO Box 50 445, Porirua 5240. Please make the cheque payable to: Tenancy Services