# Bond refund form

# **Tenancy Services**

>	All sections of this form must be com	pleted to enable s	smooth processin	a of information
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- Make sure you write in all the boxes that apply to you. Tenancy Services will be unable to release the bond until all tenants have signed the form and indicated how much each tenant is to receive
- Complete in a black or blue pen with CAPITAL letters if handwriting. Do not sign this form until all information has been entered
  Read the important information on the back of this form before entering any details

Room no.	(for boarding house	Unit	House no.	Street				
Suburb	or room only tenancy)		City					
Building name			0.0,				Postcode	
	tails Please countersign a	ny alterations you ma	ake or vour refund may b	e delaved. Thi	s section must be	completed	 before any signatu	res are entered
Pay the landlord		Pay the tenant(			lispute \$		TOTAL \$	
	on(s) for claiming so		-	Repairs		ng 🗌 C	)utgoings 🗌	Other 🗌
5a Landlord c	letails Landlo	rd ID:			Contact p	hone		
Full names or tr	ading name	L						
Bank account					Reference			
	Zealand bank account					t	to appear on your b	ank statement
	ddress for service	Email will be first p	oint of contact if provi	led	]	Landlord	Signatures	
Email						Landiord		
Unit Suburb	House no.	Street						
PO Box or	Postco	City			agree that the	Da	ate D D M	MYY
Private Bag			information you have	e provided is t	rue and correct	L		
6a Tenant 1 de	etails				٦_			
Full name	¢				Contact p	hone		
Tenant 1 to recei			nk account			This mus	st be a New Zealand	l bank account
	ew address for serv	I <b>CE</b> Email will be fi	irst point of contact if [	provided		Signature	•	
Email	(for boarding house	。 Unit				Dignatare		
Street	or room only tenanc		House no					
Suburb		City						
PO Box or	Postco				agree that the	Da	ate D D M	MYY
Private Bag			information you hav	e provided is t	rue and correct			
7a Tenant 2 d	etalis					h a 11 a		
Full name Tenant 2 to rece		Contact p			none			
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Street	or room only tenanc	/) 01						
Suburb		City						
PO Box or	Postco				agree that the	Da	ate D D M	MYY
Private Bag	FUSICO		information you hav	e provided is t	rue and correct			

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

## **Bond number**

This is the bond number for the previous tenancy address. It is on all our letters to you about this rented property. If you do not have it please call us.

## Date tenancy ended

It is important that you include the date the tenancy finished, as agreed between the tenant and the landlord. This date can affect the way the bond is paid out.

## **Property ID number**

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

# **Refund details**

This section shows how you have agreed the bond money will be paid out to the tenant, landlord or both. If the landlord wishes to claim some or all of the bond money, they must indicate the reason why using the tick-boxes. If there is any amount that you cannot agree on, this should be written in 'Hold in Dispute'. This amount will not be paid out until agreement is reached or until a mediated/Tenancy Tribunal order is made.

## Landlord refund details

The landlord(s) should complete this section.

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

## Tenant refund details

The tenant(s) should complete this section.

# 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** 

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** 

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

'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

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0800737666,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

The fastest way to get your form to us is by emailing it to **bonds@tenancy.govt.nz**, or post it to:

Tenancy Services PO Box 50445 Porirua 5240

