



Department of  
Building and Housing  
*Te Tari Kaupapa Whare*

# Change of landlord/agent form

1. Fill out this form to notify the Department of Building and Housing of a change of landlord (including a temporary change when the landlord is going overseas for more than 21 days).
2. Please read the important information on the back of this form before entering any details.
3. If you have a separate tenancy agreement for a room in the property, please supply the room number.
4. Use black or dark blue pen.

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

<b>3</b>	<b>Current tenant(s)</b>	Print tenant(s) full name(s) below.	Daytime contact phone no.
Name(s)			

<b>4</b>	<b>Previous landlord/agent(s) details</b>	Print your full name(s) below.	Daytime contact phone no.
Name(s)			

I/We have settled all matters relating to the bond and understand that our interest in the bond for this tenancy shall now pass to the new purchaser/landlord.

<b>5</b>	<b>New landlord/agent(s) details</b>	Print your full name(s) below	Are you a first-time landlord? Yes <input type="checkbox"/> No <input type="checkbox"/>
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			
Property/ Building name						Postcode	
PO Box/ Private Bag				Fax ( )	Daytime phone no. ( )		
Email					Mobile		

Date change takes effect:

<b>6</b>	<b>Signatures</b>	All previous and new landlords must sign below and agree that the information provided on this form is true and correct.	
Previous landlord(s) signature(s):		New landlord(s) signature(s):	
<hr/>		<hr/>	
<hr/>		<hr/>	
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 [bond.refunds@dbh.govt.nz](mailto:bond.refunds@dbh.govt.nz)  
If you need help, call freephone **0800 737 666** or visit our website at [www.dbh.govt.nz](http://www.dbh.govt.nz)



\* C H G L P P \*

**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 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 Current tenant(s)

This section needs to be completed by the previous landlord.

### 4 Previous landlord

This section needs to be completed by the previous landlord.

### 5 New landlord details

The new landlord(s) should complete this section.

This information will assist the Department of Building and Housing to contact you regarding 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.

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

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 details 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.

### 6 Landlord signatures

New landlord signature(s)

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.

Previous landlord signature(s)

By signing here the previous landlord agrees that they have settled all matters relating to the bond and understand that their interest in the bond for this tenancy has passed to the new purchaser/landlord.

## Other information

### Your personal information

Information provided on this form will be held and used by the Ministry of Business, Innovation and Employment for the purposes of administering the Residential Tenancies Act 1986.

This information you supply 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 or where it is required by the law. When providing your information to third parties, we will take all reasonable steps to ensure that they do not use your information for any reason other than the intended purpose.

The information you supply will be provided to all parties named in your form.

You can access or correct your personal information held by us at any time.

Please be aware that a failure to provide the information requested may result in a delay in the processing of the bond.

### 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'amaui (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](http://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 landlord(s)?