Bond refund form

Tenancy Services

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.

1 Bond number

2 Date tenancy ended

3 Address of the rented property (rooming accommodation: include room number)

Postcode

Property ID (if known)

4 Refund details Please countersign any alterations you make or your refund may be delayed.

$ $ $ $

Pay the landlord(s)   Pay the tenant(s)   Hold in dispute   Total

Landlord's reason for claiming some or all of the bond   Arrears ☐   Repairs ☐   Cleaning ☐   Outgoings ☐   Other ☐

5 Landlord details Email will be the first point of contact if provided.

Landlord ID

Full name(s) or trading name

(   ) Day phone

(   ) Evening phone

(   ) Mobile phone

Address for service (An address for service is explained on the back of this form)

Street address

Postcode

Email

Signature(s)

Date

By signing this form you agree to the refund details and that the information you have provided is true and correct.

Bank account number (only complete if you are claiming money)   Your reference (to appear on your bank statement)

6 Tenant 1 details Each tenant named on the bond must complete and sign a separate section.

Full name

If you are claiming money, please complete the bank account number for payment, and the amount you are expecting to receive.

$

(   ) Day phone

(   ) Evening phone

(   ) Mobile phone

New address for service (An address for service is explained on the back of this form)

Street address

Postcode

Email

Signature

Date

By signing this form you agree to the refund details and that the information you have provided is true and correct.

Please turn over for more tenant details ↘

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

T2 3526 01/18

R E F D P P

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6 Tenant 2 details Each tenant named on the bond must complete and sign a separate section.

Full name

( )
Day phone

If you are claiming money, please complete the bank account number for payment, and the amount you are expecting to receive.

$

( )
Evening phone

( )
Mobile phone

New address for service (An address for service is explained on the back of this form)

Street address

Postcode

Email

Signature

Date

By signing this form you agree to the refund details and that the information you have provided is true and correct.

6 Tenant 3 details Each tenant named on the bond must complete and sign a separate section.

Full name

( )
Day phone

If you are claiming money, please complete the bank account number for payment, and the amount you are expecting to receive.

$

( )
Evening phone

( )
Mobile phone

New address for service (An address for service is explained on the back of this form)

Street address

Postcode

Email

Signature

Date

By signing this form you agree to the refund details and that the information you have provided is true and correct.

Please print clearly using black or blue ink pen.

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

Privacy statement

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. 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 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 the law. The information you supply will be provided to all parties named in your form or on the bond record. You can access or correct your personal information held by us at any time.

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 finally paid out.

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 under '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 the Landlord ID number for this landlord, leave the box blank.

This individual number for the landlord helps us to ensure accuracy throughout the bond lodgement process.

Tenant refund details

The tenant(s) should complete this section.

Address for service

Tenant's address for service: We will use your email address for communication and as an address for service. 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 you give us. A new address for service is required after the tenancy has ended.

Landlord's address for service: A physical address is required. An email address is preferred as the primary means of communication. If we need to contact you at a physical address regarding this tenancy we will use the address for service you provided.

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/about-tenancy-services/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/about-tenancy-services/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/about-tenancy-services/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/about-tenancy-services/contact-us**

If you have questions about your rights and obligations when renting call our tenancy advice 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 bond.refunds@tenancy.govt.nz, or you can fax it to (04) 237 7884, or post it to Tenancy Services, PO Box 50445 Porirua 5240.