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.

		2	Date tenancy e	ended
A				
Address of the ren	ited property (rooming a	accommodatio	n: include room number)	
i.			Postcode	Property ID (if known)
Refund details Plea	se countersign any alteration	s you make or y	our refund may be delaye	ed.
\$	\$	\$		\$
Pay the landlord(s)	Pay the tenant(s)	Holo	in dispute	Total
Landlord details En	nail will be the first point of co	ontact if provid	ed.	
Full name(s) or trading name				() Day phone
				() Evening phone
				()
				. Mobilé phone
Address for service	? (An address for service is exp	olained on the b	vack of this form)	Mobilé phone
Street	? (An address for service is exp	olained on the b	ack of this form)	Mobilé phone
, 	? (An address for service is exp	plained on the b		
Street address	? (An address for service is exp	plained on the b	Postcode	Signature(s)
Street address Email	? (An address for service is exp		Postcode	Signature(s) Date
Street address Email			Postcode	Signature(s) Date
Street address Email By signing this form you a		d that the infor	Postcode	Signature(s) Date
Street address Email By signing this form you a Bank account number (onl	gree to the refund details and	d that the inform	Postcode mation you have provided ur reference (to appear of	Signature(s) Date
Street address Email By signing this form you a Bank account number (onl	gree to the refund details and	d that the inform	Postcode mation you have provided ur reference (to appear of	Signature(s) Date
Street address Email By signing this form you a Bank account number (onl Tenant 1 details Eac	gree to the refund details and	d that the informal that the informal depth of the informal depth	Postcode mation you have provided ur reference (to appear of	Signature(s) Date d is true and correct. n your bank statement) on. () Day phone ()
Street address Email By signing this form you a Bank account number (onl Tenant 1 details Eac Full name If you are claiming money,	gree to the refund details and	d that the information of the count number ive.	Postcode mation you have provided ur reference (to appear of	Signature(s) Date
Street address Email By signing this form you a Bank account number (onl Tenant 1 details Eac Full name If you are claiming money,	gree to the refund details and	d that the information of the count number ive.	Postcode mation you have provided ur reference (to appear of	Signature(s) Date d is true and correct. n your bank statement) on. () Day phone ()
Email By signing this form you a Bank account number (onl Tenant 1 details Eac Full name If you are claiming money, for payment, and the amo New address for se	gree to the refund details and	d that the inform	Postcode mation you have provided ur reference (to appear or and sign a separate section	Signature(s) Date
Email By signing this form you a Bank account number (onl Tenant 1 details Eac Full name If you are claiming money, for payment, and the amo	gree to the refund details and	d that the inform	Postcode mation you have provided ur reference (to appear or and sign a separate section	Signature(s) 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 🖜





Bond refund form

Tenancy Services

Full name		Day phone
If you are claiming money, please complete the bank account numb for payment, and the amount you are expecting to receive.	() Evening phone	
	() Mobile phone	
New address for service (An address for service is explaine	ed on the back of this form)	
Street address		
	Postcode	Signature
Email		Date
	formation you have provide	
Tenant 3 details Each tenant named on the bond must complete	, , ,	ition.
Tenant 3 details Each tenant named on the bond must complement.	lete and sign a separate sec	
Tenant 3 details Each tenant named on the bond must complete full name If you are claiming money, please complete the bank account numb	lete and sign a separate sec	ition.
Tenant 3 details Each tenant named on the bond must complete full name If you are claiming money, please complete the bank account numb	lete and sign a separate sec	tion. () Day phone ()
Tenant 3 details Each tenant named on the bond must complete	lete and sign a separate sec er	() Day phone () Evening phone () Mobile phone
Full name If you are claiming money, please complete the bank account numb for payment, and the amount you are expecting to receive.	lete and sign a separate sec er	() Day phone () Evening phone () Mobile phone
Full name If you are claiming money, please complete the bank account numb for payment, and the amount you are expecting to receive. New address for service (An address for service is explaine)	lete and sign a separate sec er	() Day phone () Evening phone () Mobile phone

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/abouttenancy-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 vour 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.