



Which Bond form should I use?

This form will help you decide which bond form to use for different situations.

Bond Lodgement form

Use this form to accompany bond payments.

NB: you must lodge the form and payment within 23 working days of receiving the bond, including part payments.

- **All** named tenants **must** sign the original lodgement form. Missing signatures will delay refunds.
- If part payments are accepted, use the original bond number on subsequent bond lodgement forms.
- No signatures are required on subsequent part payment forms.
- Use the landlord ID number. If using that number, no other information is required in the landlord details column.
- If you do not know the landlord ID number phone 0800 737 666.

Bond Refund form

Use this form to refund any bond to any party.

- No funds will be released to tenants unless **all** named tenants have signed this form.
- Use the landlord ID number. If using that number, no other information is required in the landlord details column.
- If you do not know the landlord ID number phone 0800 737 666.

Bond Transfer form

Use this form **only** for transferring a bond from one address to another for the same tenants.

- Do not use this for changing a landlord or tenant name on the agreement.
- Current and new landlords and all tenants must sign the form.
- Use the landlord ID number. If using that number, no other information is required in the landlord details column.
- If you do not know the landlord ID number phone 0800 737 666.



Change of Tenant form

Use this form **only** where at least one current tenant is remaining and the current tenancy agreement is continuing.

NB: outgoing tenants will have no further claim on the bond.

- Both new tenants and continuing tenants must sign this form.
- This form cannot be used if **all** tenants are leaving a property and the current tenancy agreement is ending.
- Update the names of the parties on the tenancy agreement.
- Use the landlord ID number. If using that number, no other information is required in the landlord details column.
- If you do not know that landlord ID number phone 0800 737 666.

Change of Landlord / Agent form

Use this form only to change the landlord or manager's name on the bond record, for example when a property is sold, or a new property manager takes over.

- Both the previous landlord/agent and the new landlord/agent must sign this form.
- Update the names of the parties on the tenancy agreement.
- Use the landlord ID number. If using that number, no other information is required in the landlord details column.
- If you do not know that landlord ID number phone 0800 737 666.

A Bond Lodgement form is available at
<http://www.dbh.govt.nz/pub-new-tenancy>

A selection of our other Bond forms is available at
<http://www.dbh.govt.nz/pub-end-tenancy>