Bond refund form

Tenancy Services

- All sections of this form must be completed to enable smooth processing of information
- 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

1 Bond number: **2** Date tenancy ended D D M M Y Y

3 Address of the rented property Property ID:

Room no. (for boarding house or room only tenancy) Unit House no. Street

Suburb City

Building name Postcode

4 Refund details Please countersign any alterations you make or your refund may be delayed. This section must be completed before any signatures are entered

Pay the landlord(s) $ Pay the tenant(s) $ Hold in dispute $ TOTAL $

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

5a Landlord details Landlord ID: Contact phone 034423815

Full names or trading name Housemart Queenstown Ltd

Bank account Reference

This must be a New Zealand bank account to appear on your bank statement

5b Landlord address for service Email will be first point of contact if provided

Email reception@housemart.co.nz

Unit House no. 1092 Street Frankton Road

Suburb Frankton City Queenstown

PO Box or Private Bag 2806 Postcode 9300

By signing this form you agree that the information you have provided is true and correct

Landlord Signatures

Date D D M M Y Y

6a Tenant 1 details

Full name Contact phone

Tenant 1 to receive $ Bank account

This must be a New Zealand bank account.

6b Tenant 1 new address for service Email will be first point of contact if provided

Email

Room no. (for boarding house or room only tenancy) Unit House no.

Street

Suburb City

PO Box or Private Bag Postcode

By signing this form you agree that the information you have provided is true and correct

Signature

Date D D M M Y Y

7a Tenant 2 details

Full name Contact phone

Tenant 2 to receive $ Bank account

This must be a New Zealand bank account.

7b Tenant 2 new address for service Email will be first point of contact if provided

Email

Room no. (for boarding house or room only tenancy) Unit House no.

Street

Suburb City

PO Box or Private Bag Postcode

By signing this form you agree that the information you have provided is true and correct

Signature

Date D D M M Y Y

T2 (05/18)

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

Use the *Additional tenants bond refund form* if more than 2 tenants. Attach it to this form. ☐ Yes, this form is attached.

* R E F D P P *

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

Privacy statement

Information provided on this form will be held and used by the Ministry of Business, Innovation and Employment for the purposes of enforcing and 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 personal 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 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 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/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 **bond.refunds@tenancy.govt.nz**, or post it to Tenancy Services, PO Box 50445 Porirua 5240