

Additional tenants bond refund form

Use this form to provide additional tenants' details and include it with your bond refund form.

- › If your bond was lodged on or after 2 December 2024, please include the signature page of your tenancy agreement when you send us this form. We use this to verify the signatures on this form.
- › Do not sign this form until you have seen and agreed to the information in the bond refund form.
- › Make sure you fill in all the boxes that apply to you. Tenancy Services will be unable to release the tenants' portion of the bond until all tenants have signed the form and indicated how much each tenant is to receive.

1 Bond number

2 Tenant 3 details

Full name

Tenant 3 to receive \$ Tenant exit date / /
DD MM YYYY

Bank account Reference
This must be a New Zealand bank account.

To appear on the bank statement.
Use your initial and surname as the reference
if your refund is being deposited to your new
landlord's bank account.

Email Contact phone

Tenant 3 postal address (email will be first point of contact if provided)

Address line 1

Address line 2

City Postcode

Tenant 3 signature

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

Date / /
DD MM YYYY

3 Tenant 4 details

Full name

Tenant 4 to receive \$ Tenant exit date / /
DD MM YYYY

Bank account Reference
This must be a New Zealand bank account.

To appear on the bank statement.
Use your initial and surname as the reference
if your refund is being deposited to your new
landlord's bank account.

Email Contact phone

Tenant 4 postal address (email will be first point of contact if provided)

Address line 1

Address line 2

City Postcode

Tenant 4 signature

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

Date / /
DD MM YYYY



Bond number

4 Tenant 5 details

Full name

Tenant 5 to receive \$ Tenant exit date / /
DD MM YYYY

Bank account Reference
This must be a New Zealand bank account.

To appear on the bank statement.
Use your initial and surname as the reference
if your refund is being deposited to your new
landlord's bank account.

Email Contact phone

Tenant 5 postal address (email will be first point of contact if provided)

Address line 1

Address line 2

City Postcode

Tenant 5 signature

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

Date / /
DD MM YYYY

5 Tenant 6 details

Full name

Tenant 6 to receive \$ Tenant exit date / /
DD MM YYYY

Bank account Reference
This must be a New Zealand bank account.

To appear on the bank statement.
Use your initial and surname as the reference
if your refund is being deposited to your new
landlord's bank account.

Email Contact phone

Tenant 6 postal address (email will be first point of contact if provided)

Address line 1

Address line 2

City Postcode

Tenant 6 signature

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

Date / /
DD MM YYYY

Privacy statement

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

The personal information you supply will not be used for any other reasons unless permitted under the Privacy Act 2020 (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.

If you are providing someone else's bank account details on this form, you should get their consent.

You can access or correct your personal information held by us at any time. For more information on the access to or correction of personal information visit: www.tenancy.govt.nz/about-tenancy-services/privacy/

Bond number

This is the bond number for the tenancy. It is on all our letters to you about this rented property. If you do not have it please call us.

Refund details

This section shows how you have agreed the bond money will be paid out to the tenant(s).

If your bond was lodged on or after 2 December 2024, please include the signature page of your tenancy agreement when you send us this form. We use it to verify the signatures on this form.

Tenant refund details

The tenant(s) should complete this section. Do not sign this form until you have seen and agreed with the information on the bond refund form.

You can provide any NZ bank account, including your new landlord's if you want your refund portion to be paid directly to them. You should get their consent first. If you are refunding your portion to the bank account of your new landlord, put your initial and surname in the reference field of this form. This is located next to the bank account details.

Address for service

By providing us your contact details you are authorising Tenancy Services to contact you.

We collect this information so we can contact you about this bond and minimise any delays in paying out/ refunding the bond when the tenancy finishes.

If you provide an email address, we will use this as the primary way 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 TENANCY (0800 83 62 62) 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 TENANCY (0800 83 62 62), 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 TENANCY (0800 83 62 62), 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 TENANCY (0800 83 62 62),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

Include this form with your bond refund form.

Email: bonds@tenancy.govt.nz

Post: Tenancy Services
PO Box 50445
Porirua 5240

When we receive your form, we will update the bond record and send you a confirmation that this has been done.

