Change of tenant form

Department of Building and Housing
Te Tari Kaupapa Whare

1. Fill out this form to notify the Department of Building and Housing of a change of tenant.
2. Please read the important information on the back of this form before entering any details.
3. At least one of the original tenants must continue to rent the property.
4. If you have a separate tenancy agreement for a room in the property, please supply the room number.
5. Use black or dark blue pen.

1 Bond number | | | | | | | | — | | | |

1a Bond details Weekly rent $ Total bond $

2 Address of the rented property Property ID:

Room no. | Unit/ Flat no. | Street no. | Street name

Suburb | Town/ City

Property/ Building name | Rural delivery no.

3 Landlord details Print your full name(s) below

Name(s) | DBH Landlord ID Number

Address for Service (An Address for Service is explained on the back of this form.)

Unit/Flat no. | Street no. | Street name | Rural delivery no.

Suburb | Town/ City | Postcode

PO Box/ Private Bag | Fax ( ) | Daytime phone no. ( )

Email | Mobile

4 Departing tenant(s) Print your full name(s) below

Name(s)	Departure date	Daytime contact phone no.	Signature(s)

I/We wish to advise that we are leaving this tenancy and will make no claim to this bond money.

5 New/continuing tenant(s) Print your full name(s) below

Name(s)

Address for Service (An Address for Service is explained on the back of this form.)

Unit/Flat no. | Street no. | Street name | Rural delivery no.

Suburb | Town/ City | Postcode

PO Box/ Private Bag | Fax ( ) | Daytime phone no. ( )

Email | Mobile

6 Signatures **All landlords and tenants must sign below and agree that the information provided on this form is true and correct.**

Landlord(s) signature(s):	**New/continuing tenant(s) signature(s):**
Date:	Date:

Please send this form to the Department of Building and Housing,
PO Box 50 445, Porirua 5240, or fax to (04) 237 7884
If you need help, call freephone **0800 737 666** or visit our website at **www.dbh.govt.nz**