

# Bond refund form

- > 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**

**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    
 Full names or trading name

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   
 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

Landlord Signatures

  
  
  
  

Date

**6a Tenant 1 details**  
 Full name  Contact phone   
 Tenant 1 to receive \$  Bank account

**6b Tenant 1 new address for service** Email will be first point of contact if provided This must be a New Zealand bank account.  
 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

**7a Tenant 2 details**  
 Full name  Contact phone   
 Tenant 2 to receive \$  Bank account

**7b Tenant 2 new address for service** Email will be first point of contact if provided This must be a New Zealand bank account.  
 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

# Additional tenants bond refund form

Use this form to provide additional tenants details and attach it to your Bond refund form

## 1a Tenant 3 details

Full name  Contact phone

Tenant 3 to receive \$  Bank account

This must be a New Zealand bank account.

## 1b Tenant 3 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

## 2a Tenant 4 details

Full name  Contact phone

Tenant 4 to receive \$  Bank account

This must be a New Zealand bank account.

## 2b Tenant 4 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

## 3a Tenant 5 details

Full name  Contact phone

Tenant 5 to receive \$  Bank account

This must be a New Zealand bank account.

## 3b Tenant 5 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

## 4a Tenant 6 details

Full name  Contact phone

Tenant 6 to receive \$  Bank account

This must be a New Zealand bank account.

## 4b Tenant 6 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

