



Department of  
Building and Housing  
*Te Tari Kaupapa Whare*

# Bond lodgement form

1. Fill out this form to lodge your bond. Bond money and this form must be sent to the Department of Building and Housing within 23 working days of the tenant paying it to the landlord. Money orders are not accepted.
2. Please read the important information on the back of this form.
3. If you have a separate tenancy agreement for a room in the property, please supply the room number.
4. Use black / dark blue pen.

<b>1</b>	Is this a payment to an existing bond for this tenant? Yes <input type="checkbox"/>	<b>Bond number</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> </tr> </table>										

<b>2</b>	<b>Address of the rented property</b>				Property ID:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> </tr> </table>								
Room no.	Unit/Flat no.	Street no.	Street name											
Suburb			Town/City											
Property/Building name					Rural delivery no.									
Date tenancy started:		Weekly rent: \$		Payment enclosed: \$		CHEQUE ONLY (CASH & MONEY ORDERS ARE NOT ACCEPTED)								
Is this bond for a: Room <input type="checkbox"/> House/Townhouse <input type="checkbox"/> Bedsit/Flat <input type="checkbox"/> Apt <input type="checkbox"/> No. of bedrooms <input type="checkbox"/> Total expected bond \$ for this tenancy:														

<b>3</b>	<b>Landlord details</b>		Print your full name(s) below		Are you a first-time landlord? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Name(s)						DBH Landlord ID Number				
						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> </tr> </table>				
<b>Address for Service</b> (An Address for Service is explained on the back of this form.)										
Unit/Flat no.	Street no.	Street name								
Suburb			Town/City							
Property/Building name					Daytime phone no. ( )					
<b>PO Box</b>										
Can we contact you by email? Yes <input type="checkbox"/> No <input type="checkbox"/> Email address:										

<b>4</b>	<b>Tenant details</b>		Print your full name(s) below		Are you a first-time tenant? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Name(s)						DBH Landlord ID Number				
						<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> <td style="width:10%; height:20px;"></td> </tr> </table>				
<b>Address for Service</b> (An Address for Service is explained on the back of this form.)										
Unit/Flat no.	Street no.	Street name								
Suburb			Town/City							
Property/Building name					Daytime phone no. ( )					
<b>PO Box</b>										
Can we contact you by email? Yes <input type="checkbox"/> No <input type="checkbox"/> Email address:										

<b>5</b>	<b>SIGNATURES</b> All landlords and all tenants must sign below to agree that the information provided on this form is true and correct.						
Landlord(s) signatures:				Tenant(s) signatures:			
Date:				Date:			
<b>These signatures must be on the form in order to reduce delays at time of refund.</b>							

Please send this form and cheque to the Department of Building and Housing,  
PO Box 50 445, Porirua 5240.  
Please make the cheque payable to: **Department of Building and Housing.**  
If you need help, call freephone **0800 737 666** or visit our website at [www.dbh.govt.nz](http://www.dbh.govt.nz)

