

This Change of Tenancy Document is to be used to vary the terms of the current Tenancy Agreement, as described below:

LANDLORD: Grenadier Accommodation Centre Limited MREINZ

on behalf of: _____ (The Property Owner)

TENANCY ADDRESS: _____

NAMES OF TENANTS
ON TENANCY
AGREEMENT: _____

Current tenancy began: _____ Date from which this change shall apply: ____ / ____ / ____

Name of Tenant Moving Out: _____

Name of New Tenant Moving In: _____

It is agreed between all the Tenants named on this Change of Tenant Document that the *Tenant Moving Out* shall from be entitled to be removed as a Legal Tenant from the tenancy. The Tenants confirm that they have completed their own inspection of the property, and are satisfied that the *Tenant Moving Out* has:

1. Not caused any damage to the property, or has paid the remaining Tenants sufficient money to fix any damage caused;
2. Contributed toward the cost of any expected expenses due at the end of the tenancy;
3. Paid their share of the rent in full; and
4. Left their share of the property in a clean and tidy manner; and has removed all of their rubbish from the property.

Accordingly, all Tenants warrant that, in signing this Change of Tenant Document, there will be no further claim against the *Tenant Moving Out*., and that they shall not be liable for any matters relating to this tenancy.

The *New Tenant Moving In* understands that they need to complete a Tenancy Application Form, provide proof of Identity, references, and be approved by the Landlord before the Landlord will agree to sign off on this form. Once signed, it is agreed that the *New Tenant Moving In* shall be added as a Legal Tenant of the tenancy, and will be jointly and severally liable for any debts of the tenancy as from the Date of Change.

BOND: The Tenants will complete a separate Change of Tenant Bond Form, with the *New Tenant Moving In*, or the *Remaining Tenants* if there is no *New Tenant Moving In*, paying the *Tenant Moving Out* their share of the original total Bond.

It is the Tenants' responsibility to obtain the signatures for ALL Tenants, before returning the completed form to the Landlord. If any signatures are missing, then the Landlord cannot sign off on it, or send the form to the Bond Centre for processing.

Signature of Tenant Moving Out

Signature of New Tenant Moving In:

Signatures of all
Remaining
Tenants:

When signed and completed by ALL Tenants, this form, the Change of Tenant Bond form, and supporting documents from the *New Tenant Moving In* should be taken to the offices of Harcourts Grenadier Accommodation Centre at **Level 1, Grenadier House, 98 Moorhouse Avenue, Christchurch**. Once everything is in order, this form will be signed below by an authorised representative of Grenadier Accommodation Centre to formalise the change to the terms of the Tenancy Agreement. Until this form has been signed by ALL parties it shall not be deemed to have any legal effect. A copy of this completed document will be sent to the Property Owner and to the Tenants.

Signature of Landlord

Date



Change of tenant form

1. Fill out this form to notify the Ministry of Business, Innovation and Employment 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	
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1a	Bond details	Weekly rent:	Total bond:
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2	Address of the rented property		
	Street number & name		
	Suburb	Town/City	

3	Landlord Name:	Harcourts Grenadier Accommodation Centre MREINZ	MBIE Landlord ID Number	2110999
	Address for Service	Level 1 Grenadier House, 98 Moorhouse Avenue, P O Box 36-360, Merivale, Christchurch 8146		
	Email:	bonds@assetmanagers.co.nz	Daytime phone no. (03)	377 0400

4	Previous 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) details Print your full name(s) below			
	Name(s)			
	Address for Service (An Address for Service is explained below)			
			Daytime phone no. ()	
	Email:		Mobile:	

The **Address for Service** must be a street address in New Zealand where notices and other documents relating to the tenancy will be accepted by you, or on your behalf, even after the tenancy has ended. In addition to a street address, a PO Box, fax number, or email address can also be provided to be used as an Address for Service also.

PLEASE NOTE: By providing a PO Box, fax number, or email address, you are authorising the Ministry of Business, Innovation and Employment to use these to contact you.

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 Ministry of Business, Innovation and Employment,
PO Box 50 445, Porirua, or fax to (04) 237 7884, or email to bond.refunds@dbh.govt.nz
If you need help, call freephone 0800 737 666 or visit our website at www.dbh.govt.nz

