

Notice to end your Tenancy Agreement

ADDRESS OF TENANCY _____

CUSTOMER NAME(S) _____

In accordance with the Residential Tenancies Act (1986) I/we give at least 28 days notice to move out of the above tenancy.

The date 28 days from today is: ____ / ____ / ____

I/We understand:

- the rent must be paid up to this date, even if I/we move out before this date
- that any request to withdraw notice must be made in writing, and that acceptance of the withdrawal notice is at the sole discretion of Kāinga Ora
- the keys have to be returned to Kāinga Ora at the end of the tenancy by 4pm on ____ / ____ / ____.
Charges may be made for changing the locks if the keys are not returned.

I/We are responsible for removing at the end of the tenancy any minor changes or fixtures that have been agreed.

I/We are responsible for making sure the house and grounds are left clean, tidy and in good repair and removing any rubbish or belongings from the property.

Please note, if the property is not left in a satisfactory condition at the end of the tenancy, Kāinga Ora may apply to the Tenancy Tribunal to recover any cleaning or damage repair costs.

I /We confirm that all personal items and important documents (valuable items) have been / will be removed and retained by us.

I /We confirm that any and all personal belongings remaining at the property are not valuable items.

I/We authorise for any belongings remaining at the property after the tenancy is ended, to be removed in accordance with the Residential Tenancies Act.

I/We agree for Kāinga Ora to email me/us on the email address provided.

FORWARDING ADDRESS: _____

Sometimes there may be reasons to get hold of you after your tenancy ends, so we would appreciate having your address just in case.

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

Why are you leaving? (please tick boxes that apply)

It is important to us we provide great customer service so understanding why our tenants move is very helpful to us.

MOVE TO PRIVATE SECTOR	<input type="checkbox"/>	MOVE CLOSER TO FAMILY/SUPPORT	<input type="checkbox"/>	SHARING WITH FAMILY	<input type="checkbox"/>
CHANGE IN HOUSEHOLD	<input type="checkbox"/>	HOUSE NOT SUITABLE	<input type="checkbox"/>	REST HOME	<input type="checkbox"/>
MENTAL HEALTH FACILITY	<input type="checkbox"/>	BOUGHT OWN HOME	<input type="checkbox"/>	FAMILY BEREAVEMENT	<input type="checkbox"/>
MOVE TO EMERGENCY HOUSING	<input type="checkbox"/>	TRANSFER TO ANOTHER KĀINGA ORA HOME	<input type="checkbox"/>	PERSONAL SAFETY	<input type="checkbox"/>
NEIGHBOURHOOD ISSUES	<input type="checkbox"/>	HEALTH	<input type="checkbox"/>	HOSPITAL/HOSPICE	<input type="checkbox"/>
PRISON	<input type="checkbox"/>	EMPLOYMENT OPPORTUNITY	<input type="checkbox"/>	OVERSEAS	<input type="checkbox"/>

OTHER REASONS _____

Thank you for being our tenant, we wish you and your whānau all the best for the future.

SIGNATURE OF TENANT(S) _____ DATE ____ / ____ / ____

DATE ____ / ____ / ____

Moving out – what you need to do



Get a final reading of your power and/or gas and arrange disconnection of phone, internet.



Make sure your rent is paid up until the last day of your tenancy.



Talk to your tenancy manager about any changes you have made.



Make sure you remove all your belongings.



Leave the house clean and tidy.



Arrange for any damage to be fixed.



Make sure the lawns are mowed and garden rubbish is removed.



Meet with us on your last day to return the keys and carry out an inspection.



Leave us your contact details so we can keep you updated with your account balance.



If you leave the property clean and tidy and the rent is up to date and you paid a bond it will be refunded.



If there are any outstanding issues that need to be resolved, please contact your tenancy manager.



If you have any questions about moving out please contact us on 0800 801 601.