

# 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 21 days notice to move out of the above tenancy.

The last day of the tenancy will be: \_\_\_\_/\_\_\_\_/\_\_\_\_

**[Enter date at least 21 days from but not including today, considering delivery times as per Residential Tenancies Act]**

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 acknowledge that any belongings remaining at the property after the tenancy is ended, including any personal items and important documents, will 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? (this section is optional)

Understanding why our customers move is important to us and can help us to improve our services. This information will only be used for reporting purposes and you will not be identified directly.

For more information, see our [privacy policy](#).

Please tick boxes that apply

MOVE TO PRIVATE RENTAL	<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 customer. We wish you and your whānau all the best for the future.

SIGNATURE OF CUSTOMER(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 Housing Support 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 Housing Support Manager.



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