



If you've found another place to live, you need to give us 21 days' written notice.

If you would like more information about Housing New Zealand, please call our Housing Assistance Service anytime on call free **0800 801 601**, or visit our website www.hnzc.co.nz

Locations and contact details for all 43 Housing New Zealand neighbourhood units are listed in the Blue Pages of the telephone book.

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There are many reasons you may want to move to another Housing New Zealand Corporation home:

- you may have a new job in a new area or your children have changed school
- your family may have increased and you no longer have space for everyone
- your family may have left home and you have more room than you need
- your home may no longer meet your needs due to a medical reason or disability.

If you want to move, talk with us – call your neighbourhood unit or call 0800 801 601 anytime.

We'll talk with you about your situation and housing needs. We have a waiting list of people wanting to move into our homes, so we need this information to work out your priority on the list. There are some things you'll need to provide. For information about this, see the brochure: *Need help finding a rental home?*

Moving to another Housing New Zealand home

If we find another home for you, and you leave your home clean, tidy and undamaged and your payments are up-to-date, we will ask Tenancy Services to transfer your existing bond so that you do not have to pay a new one. We'll also arrange for any rent you've paid in advance to be transferred to your new home.

You will need to arrange your furniture removal and to have your telephone and power connected.

Found somewhere else to live?

If you've found another place to live, you need to give us 21-days' written notice of your intention to move. The 21 days starts when we receive the notice, not when you write it. You can give notice by filling in a Notice to End Rental Agreement form, available from

your tenancy manager or neighbourhood unit, or by writing a letter. Your notice must include your forwarding address.

If you leave your home clean, tidy and undamaged and your payments are up-to-date, we will ask Tenancy Services to refund your full bond.

What happens after you've given notice?

Within 48 hours of getting your notice, we will send you a 'moving out' checklist and arrange to inspect the property. We will check the Property Condition Report that we completed when you moved in. If there is any damage, we will discuss arrangements for repairs and payment with you.

You need to return the house keys to us on the day you leave, or ask us to collect the keys from you at the house. We'll do a final inspection, check any repairs and send you a final statement showing the rent you've paid and any money you owe.

Changed your mind about moving?

If you decide you don't want to move after all, call us as soon as possible to see if you can stay.

If you want to leave before the 21-days' notice is up, talk with us. In some areas there is high demand for our homes, and you may be able to leave sooner. If so, you will only have to pay rent until the new tenant moves in, rather than the full 21 days.

Find out more

If you have any other questions, talk with us. Call anytime on 0800 801 601 or visit your neighbourhood unit. You'll find our details in the Blue Pages of the telephone book or online at www.hnzc.co.nz If you have a hearing impairment, fax us on 0800 201 202.

Related brochure:

- Need help finding a rental home?

Moving out checklist

When you moved into your home, you paid some money as a bond. Tenancy Services holds this bond and will refund it to you if you leave your home clean, tidy and in good condition and your payments are up-to-date. Otherwise, your bond may be used to pay for repairs or for money you owe us.

- Before you move out remember to:*
 - clean the sink, kitchen bench, oven and stove
 - clean cupboards inside and out
 - clean the bathtub, shower, basin and toilet
 - wash the walls and ceiling, particularly in the kitchen
 - clean light switches and light shades
 - wash windows inside and out, replace any cracked or broken windows
 - wash the floor
 - remove all house and garden rubbish as well as personal belongings, including from under the house or in sheds, garages and the attic
 - tidy and weed the garden, trim hedges
 - mow the lawns and sweep paths.
- Don't forget to:*
 - disconnect your electricity, gas and telephone
 - arrange for your final power and telephone accounts to go to your new address
 - tell your friends and family your new address and telephone number
 - fill out a change of address form available at your New Zealand Post Shop
 - lock the house when you leave and return your keys to Housing New Zealand
 - pay your rent up to the date that you leave – call us on 0800 801 601 if you're not sure what you owe.



Your bond is returned if you leave your home clean, tidy, in good condition, and your payments are up-to-date.

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