

Boarding House Tenancy Agreement

HOW TO USE THIS AGREEMENT

1. **This is a legally binding contract.**
2. This agreement is for use in a boarding house tenancy only. **A boarding house tenancy must:**
 - › contain one or more boarding rooms, where tenants have exclusive rights to occupy particular sleep quarters
 - › have communal facilities for shared use by the tenants
 - › be occupied or intended by the landlord to be occupied by at least 6 tenants
 - › be intended to, or in fact does, last for 28 days or more
3. All boarding house tenancy agreements must be in writing. A separate form of tenancy agreement for use for a non-boarding house tenancy is available on our website.
4. This agreement must be completed in full and signed by the tenant and landlord. The parties must record their full names correctly.
5. The landlord must provide the tenant with a signed copy of this agreement and any current house rules and/or Body Corporate rules (if applicable) prior to the commencement of the tenancy.
6. The rights and obligations set out in the *Residential Tenancies Act 1986* are implied in every residential boarding house tenancy agreement.
7. No terms or conditions added to this agreement are valid if they are contrary to the *Residential Tenancies Act 1986*.
8. Landlords must include a signed statement with any new tenancy agreement that covers what insulation a property has in the ceilings, floors and walls, including where it is, what type and what condition. This information can be provided in the healthy homes standards compliance statement included in this agreement (page 9).
9. From 1 December 2020, most new or renewed tenancy agreements must also include specific information about the landlord's current level of compliance with the healthy homes standards. For information on when a healthy homes compliance statement is required, head to this page on our website: www.tenancy.govt.nz/healthy-homes/compliance-statement
10. Landlords must also provide a statement to confirm they will comply, or already do comply, with the healthy homes standards. This statement can be combined with the healthy homes standards compliance statement, with one signature.
11. Landlords must sign a statement about whether the property is insured, and if so, what the excess is. Landlords must also include a statement informing tenants that the insurance policy for the property is available on request.
12. All rental properties must meet the requirements in regulations regarding insulation and smoke alarms.
13. Before signing this agreement all parties should carefully read it and seek information from Tenancy Services if they are unclear about what they are agreeing to.
14. If a bond is paid the landlord must immediately provide a receipt to the tenant.
15. If a bond equivalent to more than one week's rent is paid, a Bond Lodgement form must also be completed and the bond lodged with Tenancy Services within 23 working days of being paid.
16. If the bond paid is equivalent to one week's rent or less the bond does not need to be lodged with Tenancy Services.
17. Parties to tenancy agreements are subject to the provisions of the Privacy Act 2020. Any information provided on this agreement shall not be used or disclosed, without consent, for any purpose other than the administration of the tenancy or to pursue legal action.
18. Letting fees can't be charged to tenants.
19. If there is a problem between the tenant and landlord, and they can't agree, Tenancy Services can help sort it out. Visit www.tenancy.govt.nz/disputes or call us for free information on **0800 836 262**.

OUTLINE OF THE PROVISIONS OF THE RESIDENTIAL TENANCIES ACT 1986 (RTA)

Please refer to the *Residential Tenancies Act 1986* and amendments for the complete provisions.

Tenants and landlords! If you have problems, talk to each other – see our information on self-resolution at www.tenancy.govt.nz/disputes/self-resolution. If you can't sort it out, talk to us. We can help you sort it out.
0800 TENANCY (0800 836 262), www.tenancy.govt.nz

1. Agreement

- › Each party should keep a copy of this tenancy agreement.
- › Changes in the particulars of either party must be notified to the other party within 10 working days.
- › This contract may not be enforceable against a tenant under the age of 18 (a minor). The *Contract and Commercial Law Act 2017* may apply.

2. Contact details

- › Each party must provide an email address and mobile phone number if they have them.
- › Each party must supply a physical address for service in New Zealand where notices and other documents relating to the tenancy will be accepted by them, or on their behalf, even after the tenancy has ended. Tenants who supply the rental address as their address for service should update this at the end of the tenancy. Parties may also supply an additional address for service which can include a PO Box, email or facsimile.

3. Rent

- › Landlords shall not require rent to be paid more than 2 weeks in advance, nor until rent already paid has been used up.
- › Receipts must be given immediately if rent is paid in cash.

4. Bond

- › A bond is not compulsory, but a landlord may require a bond of up to 4 weeks' rent.
- › If the bond is more than the equivalent of one week's rent it must be lodged with the Ministry of Business, Innovation and Employment within 23 working days of being paid.
- › Receipts must be given for bond payments.
- › If the property is sold, the landlord's rights with regard to the bond pass to the purchaser of the property.
- › The bond covers any damage or loss to the landlord if the tenant's obligations are not met, but does not cover fair wear and tear.

5. Landlord's responsibilities

- › Provide the room in a reasonable state of cleanliness.
- › Provide and maintain the room and boarding house to a reasonable state of repair and
- › Comply with all building, health and safety requirements that apply to the premises.
- › Allow the tenant quiet enjoyment of the room.
- › Ensure the tenant has access to the room and toilet and bathroom facilities at all times and to other facilities at all reasonable hours.
- › Ensure the house rules and fire evacuation procedures are on display in the boarding house at all times.

- › Enforce the house rules in a fair and consistent manner and give 7 days' written notice of any new house rules.
- › Pay rates and any insurance taken out by the landlord.
- › Inform the tenant if the property is on the market for sale.
- › If the landlord provides services to a tenant, and payment for those services is not included in the rent, the landlord must provide the tenant each week with an itemised account of the services provided and the amounts payable.
- › Not interfere with the supply of any services to the premises.
- › Appoint an agent and notify the tenant and Bond Centre of that person's details if the landlord is leaving New Zealand for more than 21 consecutive days.
- › Comply with all requirements in respect of smoke alarms imposed on the landlord by regulations. Landlords need to have working smoke alarms installed in all their residential rental homes. Any replacement alarms installed after 1 July 2016 (other than hard-wired systems) need to have long life batteries and a photoelectric sensor.
- › Inform the tenant of any changes to the information in the insurance statement.

6. Tenant's responsibilities

- › Pay the rent on time.
- › Keep the boarding room reasonably clean and tidy, and notify the landlord as soon as any repairs are needed. You may not withhold rent if you cannot get repairs done.
- › Use the premises principally for residential purposes.
- › Pay all electricity, gas, water telephone and internet charges supplied to the individual room if they are exclusively attributable to the tenants occupation of the room, such as separately metered outgoings (note the tenant is not responsible for outgoings in respect of common facilities or in respect of rooms occupied by more than one tenant).
- › Not damage or permit damage to the premises, and inform the landlord of any damage.
- › Not disturb the neighbours or the landlord's other tenants.
- › Not alter the boarding house or room without the landlord's written consent.
- › Observe the house rules.
- › Not keep a pet on the premises without the landlord's permission.
- › Replace batteries in smoke alarms as required.
- › Not use the room and premises for any unlawful purpose.
- › Leave the room clean and tidy, and clear the property of your rubbish and possessions at the end of the tenancy.
- › At the end of the tenancy, leave all keys and such things with the landlord. Leave all chattels supplied with the tenancy.

7. Rights of entry

The landlord may enter the boarding house at any time.

The landlord may enter a boarding room **without notice only in the following circumstances:**

- › with the tenant's consent (or if the room is shared, the consent of any tenant of the room) freely given at, or immediately before, the time of entry, or
- › if the landlord believes on reasonable grounds that there is an emergency, or that there is serious risk to life or property, and immediate entry is necessary to reduce or eliminate that risk, or
- › where entry is necessary to provide services that the landlord and tenant have agreed to, as long as the entry is in accordance with the conditions of the agreement or house rules, or
- › in accordance with an order from the Tenancy Tribunal.

The landlord may enter a boarding room between 8am and 6pm after giving 24 hours' notice to any tenant of the room, for any of the following purposes:

- › to inspect the room, if no inspection has been made within the last four weeks
- › if the landlord wishes to confirm whether or not a tenant has abandoned the room
- › where the landlord has reasonable grounds to believe the tenant has not met their obligations under the RTA
- › to show the room to a prospective tenant or purchaser
- › where entry is necessary to enable the landlord to fulfil their obligations under the Act
- › to inspect work the landlord required the tenant to carry out, or the tenant agreed to carry out
- › to show the room to a lender or registered valuer, real estate agent, expert, or building inspector engaged in the preparation of a report for the purpose of appraising or evaluating the boarding house
- › for compliance or preparation for compliance with any requirements regarding smoke alarms, insulation and healthy homes standards
- › to test for contamination.

When entering a boarding room, the landlord:

- › must do so in a reasonable manner
- › must not stay in the room longer than is necessary to achieve the purpose of entry
- › must not interfere with the tenant's property, unless it is necessary to achieve the purpose of entry
- › must not use or threaten to use unauthorised force.

8. Locks

Locks can only be changed with the agreement of both the tenant and the landlord. They should be provided and maintained in a secure state by the landlord.

9. Installation of fibre internet connection

- › Landlords must permit the installation of a fibre connection to the rental property if:
- › there is no fibre connection in the premises; and
- › it is possible to install a fibre connection in the premises; and

- › the tenant requests a fibre connection; and
- › the fibre connection can be installed at no cost to the landlord (for example, because the cost is covered by the UFB Initiative).

Under some circumstances a landlord is not required to permit installation. There are rules for how landlords must respond to and facilitate requests for installation. Please check the www.tenancy.govt.nz website for further information.

10. Insulation

- › Landlords must include a signed statement with any new tenancy agreement that covers what insulation a property has, where it is, what type and what condition.
- › Landlords must provide ceiling and underfloor insulation that meets minimum standards unless they meet an exception. In the case of an exception, the landlord must explain how it applies.
- › Landlords must make all reasonable efforts to obtain the required information. This includes physically looking, engaging a professional to do an assessment and/or checking the council building file.
- › This information can be included in the healthy homes standards compliance statement included in this agreement as a combined statement.

11. Healthy Homes Standards

- › From 1 December 2020, landlords must include a statement in most new and renewed tenancy agreements, which includes details of the property's current level of compliance with the healthy homes standards. This requirement is provided in regulations 34-39 of the Residential Tenancies (Healthy Homes Standards) Regulations 2019.

Landlords must include a statement in the tenancy agreement, which confirms:

- › that on and after the commencement of the tenancy, the landlord will comply with the healthy homes standards as required by section 66(1)(bb) of the Residential Tenancies Act, **or**
- › that the landlord already complies with the healthy homes standards as required by 66(1)(bb) of the Residential Tenancies Act.

This statement can be combined with the healthy homes standards compliance statement included in this agreement, with one signature.

12. Insurance

- › Landlords must disclose whether or not the property is insured in a statement as part of any new tenancy agreement, and if so, the excess amount of any relevant policies. Landlords must also include a statement informing the tenant that a copy of their insurance policy is available on request.
- › Landlords must provide tenants with this insurance information (if requested within a reasonable timeframe) and provide updated information within a reasonable timeframe if insurance information changes, or (where they are not the insurance holder) within a reasonable timeframe of becoming aware of the changes.

- › If tenants or their guests damage a rental property as a result of careless behaviour, the tenant is only liable for the cost of the damage up to four weeks' rent or the insurance excess (if applicable), whichever is lower. Tenants on income-related rents are liable for the cost of the damage up to four weeks' market rent or the insurance excess (if applicable), whichever is lower.
- › Tenants will be liable for the full cost of damage that they or their guests cause intentionally or that results from an act or omission that constitutes an imprisonable offence.

13. Notice to terminate tenancy

The tenant may terminate the tenancy by giving the landlord 48 hours' oral or written notice.

The landlord may terminate the tenancy immediately if the tenant has caused or threatened to cause serious damage to the premises or serious disruption to other tenants, or has endangered or threatened to endanger people or property.

The landlord may terminate on 48 hours' written notice if the tenant is using the premises for an illegal purpose, has abandoned the room, or has not complied with a 10 day notice to pay rent arrears.

The landlord may terminate the tenancy by giving 28 days' notice in writing if no reason is given.

14. Mitigation of loss

If one party to the tenancy agreement breaches it, the other party must take all reasonable steps to limit the damage or loss arising from the breach.

LANDLORD DETAILS

Name(s)

This section must be filled in. It is important to give good contact details.

Physical address for service

Email

This email address will be used as an address for service (strike out if not agreed)

Phone

(Mobile)

(Hm)

(Wk)

Other contact address(es)

Additional address for service (This may be a PO Box)

AGENT DETAILS*

Name(s)

This section must be filled in. It is important to give good contact details.

Physical address for service

Email

This email address will be used as an address for service (strike out if not agreed)

Phone

(Mobile)

(Hm)

(Wk)

Other contact address(es)

Additional address for service (This may be a PO Box)

*If the premises are managed by a person other than the landlord, the tenancy agreement must contain that person's name and contact details, which must include a phone number.

TENANT DETAILS

Name(s)

Identification

☐

Drivers licence

☐

Passport

☐

Other

Write ID Number:

This section must be filled in. It is important to give good contact details.

Physical address for service

Email

This email address will be used as an address for service (strike out if not agreed)

Phone

(Mobile)

(Hm)

(Wk)

Other contact address(es)

Additional address for service (This may be a PO Box)

Is any tenant under the age of 18? (Tick one)

☐ Yes ☐ No

TENANCY DETAILS

Address of tenancy (including room number to which the tenancy relates)

The landlord must attach the following documents if applicable (please tick to show these have been attached or strike out if not applicable):

- ☐ Most recent House Rules for the boarding house
- ☐ Fire evacuation procedure applying to the premises
- ☐ Body Corporate rules (only if boarding house premises a Unit Title premises)

Rent per week \$ _____ To be paid (Tick one) ☐ in advance ☐ weekly ☐ fortnightly

Bond amount \$

Rent to be paid at

Or into Bank Account No.

Account name

Bank	Branch
------	--------

Branch

The landlord and tenant agree that:

1. This boarding house tenancy shall commence on _____ day of _____ 20____ and is intended to last for: (Tick one)

- ☐ 28 days or more
- ☐ has lasted for 28 days or more.

2. Tick one:

- ☐ This boarding house tenancy is a joint tenancy with _____.
- ☐ This boarding house tenancy is not a joint tenancy.

3. Tick one:

- ☐ The boarding room which the tenant is renting is not shared by other tenants.
- ☐ The boarding room which the tenant is renting is shared by other tenants and the maximum number of other tenants who may occupy the room is _____.

4. The landlord shall provide the following services to the tenant that are not covered by rent:

SERVICE	COST

5. The landlord shall provide the following services to the tenant that are covered by rent:

SERVICE

6. The tenant shall not assign or sublet the tenancy.

7. Insert other terms of this tenancy. If necessary please continue on a separate sheet and attach it to this agreement and ensure that all parties have signed and dated it.

*note if the parties do not intend for this tenancy to last for 28 days or more the arrangement may not be covered by the Residential Tenancies Act 1986 as a boarding house tenancy. Please contact Tenancy Services for further information on 0800 83 6262.

SIGNATURES

Do not sign this agreement unless you understand and agree with everything in it

The landlord and tenant sign here to show that they agree to all the terms and conditions in the tenancy agreement and that each party has read the notes on page 2 and 3 of this agreement.

Signed by

Date signed

LANDLORD

Signed by

Date signed

TENANT

Signed by

Date signed

TENANT

INSURANCE STATEMENT

This insurance statement is for landlords, property managers and boarding house managers who can attach it to their own tenancy agreement.

Law changes relating to insurance and damage

- › Landlords are required to disclose whether or not the property is insured in a statement as part of any new tenancy agreement, and if so, the excess amount of any relevant policies. Landlords need to include information about insurance that is relevant to the tenant's liability for damage to premises.
- › If the rental property is part of a body corporate, landlords will need to include relevant insurance information for both damage to the rental property itself, and the shared facilities.
- › They must also include a statement informing the tenant that a copy of their insurance policy is available on request. This ensures that the tenant knows what actions or omissions could invalidate the insurance policy and also helps the tenant to know what is covered by insurance and the excess payable on the insurance policy.
- › Landlords must provide tenants with this insurance information (if requested within a reasonable timeframe) and provide updated information within a reasonable timeframe if insurance information changes, or (where they are not the insurance holder) within a reasonable timeframe of becoming aware of the changes.
- › If tenants or their guests damage a rental property as a result of careless behaviour, the tenant is liable for the cost of the damage up to four weeks' rent or the insurance excess (if applicable), whichever is lower. Tenants on income-related rents are liable for the cost of the damage up to four weeks' market rent or the insurance excess (if applicable), whichever is lower.
- › Tenants will be liable for the full cost of damage that they or their guests cause intentionally or that results from an act or omission that constitutes an imprisonable offence.

Insurance statement

Landlords must either complete this form or attach a statement containing the same information.

Address of tenancy

There is insurance covering this rental property that is relevant to tenant's liability for damage to premises, including damage to body corporate facilities.

☐ Yes ☐ No

The table below specifies the excess amounts of all relevant insurance policies for this property.

Name/type of policy	Insurer	Excess amount
1.		\$
2.		\$
3.		\$
4.		\$

The insurance policy for this property is available for the tenant if they request it. This ensures that the tenant knows what actions or omissions could invalidate the insurance policy and also helps the tenant to know what is covered by insurance and the excess payable on the insurance policy.

If these insurance details change and the information above or the policy documents are no longer correct, you must provide the correct information to your tenant within a reasonable time.

Healthy Homes Standards – current level of compliance

This healthy homes compliance statement is for landlords who can attach it to their own tenancy agreement.

From 1 December 2020, this statement must be included in most new or renewed tenancy agreements. It isn't required if the tenancy is for a fixed term, when the fixed term tenancy ends before the relevant healthy homes compliance date.

NOTE, YOU DO HOWEVER NEED TO COMPLETE THE INSULATION STATEMENT WITH ALL TENANCY AGREEMENTS.

The information that landlords must include is required by the **Residential Tenancies (Healthy Homes Standards) Regulations 2019**.

Landlords must either complete this form or attach a signed statement that contains the same information.

Completing this form does not negate the requirement since 1 July 2019 to include a statement in new, renewed or varied tenancy agreements that confirms landlords will or already do comply with the healthy homes standards as required by either section 45(1)(bb) – residential tenancies, or section 66(1)(bb) – boarding house tenancies, of the Residential Tenancies Act 1986 (the Act).¹ It is necessary to provide both, separately signed, statements.²

■ Address of tenancy:

Strike out one option

If properly completed this form meets the requirements for the landlord to provide a written signed statement containing certain information as required under sections 13A(1A), 13A(1C) and 13A(1CA) or 13A(1CB) of the Act. If you have the information, you must include it in this statement. If the information does not exist yet or otherwise cannot be provided by the landlord, and this statement is completed before the healthy homes compliance date for the tenancy, the landlord can state in the sections provided on this statement that compliance isn't required until the healthy homes compliance date.

From 1 July 2021 all boarding houses (except Kāinga Ora (formerly Housing New Zealand) and Community Housing Provider boarding house tenancies) must comply with the healthy homes standards.

tenancy.govt.nz/healthy-homes/healthy-homes-compliance-timeframes

The healthy homes compliance date for this tenancy is:

D	D	M	M	Y	Y	Y	Y
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I/we, _____ (name of the landlord(s))
will comply with the healthy homes standards as required by section 66(1)(bb) of the Residential Tenancies Act 1986.

I/we, _____ (name of the landlord(s))
already comply with the healthy homes standards as required by section 66(1)(bb) of the Residential Tenancies Act 1986.

¹ www.legislation.govt.nz/act/public/1986/0120/latest/DLM94278.html

² See tenancy.govt.nz/starting-a-tenancy/tenancy-agreements/required-statements-for-tenancy-agreements/ for information on required statements for tenancy agreements.



General exemptions

In some situations your tenancy may be exempt from complying with all or parts of the healthy homes standards³.

If one of the general exemptions below applies to your tenancy, state here and include a brief description of why this exemption applies. If an exemption applies across all the standards, you do not need to complete the sections that relate to each standard.

- › ☐ The tenant is the immediate former owner of the property and the tenancy started immediately after the landlord acquired the property from the tenant. *This exemption will only apply for 12 months from the tenancy start date.*

Include a brief description of the circumstances giving rise to this exemption:

- › ☐ The landlord intends to demolish or substantially rebuild the rental property and has applied for or has been granted the relevant resource or building consent. *This exemption will last for up to 12 months from the healthy homes compliance date. This exemption will cease if the application for consent is refused (unless challenged) or the consent(s) lapses or is terminated. This exemption will cease to apply if you receive a request to provide evidence that you have applied for the relevant consent(s) and this evidence is not provided within 10 working days (or a time period provided in a Tenancy Tribunal order).*

Include a brief description of the circumstances giving rise to this exemption:

³ For more information on the general exemptions, visit tenancy.govt.nz/healthy-homes/exemptions-to-the-healthy-homes-standards/

Heating standard

For more information on all aspects of the heating standard, including a comprehensive guidance document, visit tenancy.govt.nz/healthy-homes/heating-standard.

■ Heating standard exemptions

Select one box from three options provided in question 1 about heating standard exemptions, then complete questions 2 to 4 about compliance with the heating standard.

1. ☐ **No heating exemption applies** (continue to question 2)

Heating exemption: is the property exempt from meeting the heating standard?

- ☐ Yes, the main living room is exempt from the requirement to have qualifying heaters and I am relying on the following exemption⁴:

Give a brief description of the circumstances giving rise to this exemption.

⁴ There are two specific exemptions to the heating standard. More information on these is in the heating standard guidance document at www.tenancy.govt.nz/assets/Uploads/files/healthy-homes-standards-heating.pdf

- ☐ **Partial exemption:** the rental property is part of a building and the landlord doesn't own the whole building. Provide specific information below on how this exemption applies to your property. If this exemption applies you still need to complete the rest of this statement. Landlords will still need to take all reasonable steps to ensure the property complies with the healthy homes standards to the greatest extent reasonably practicable.

EXAMPLES

Partial exemption from the heating standard as the building Body Corporate rules do not allow the installation of a heat pump on external walls as these are part of the common property. There is no mains gas to install a flued gas heater and woodburners can't be installed.

2. Required heating capacity for the main living room of the rental property: kW

You must calculate the required heating capacity for your rental property using one of the following three methods:

1. the Heating Assessment Tool at [tenancy.govt.nz/heating-tool](https://www.tenancy.govt.nz/heating-tool)
2. the formula contained in **Schedule 2 of the Residential Tenancies (Healthy Homes Standards) Regulations 2019**⁵
3. by hiring an experienced heating installer to calculate the requirements using one of the above two methods.

3. The type(s) of qualifying heater(s) installed in the main living room (e.g. heat pump, flued gas heater, modern wood burner) and heating capacity/capacities. If there is more than one, make sure to include each heater, and please note which heater has which kW:

Type of and heating capacity of each installed, qualifying heater:

<input type="text"/>	<input type="text"/>	<input type="text"/>
kW	kW	kW

4. Does the 'tolerance' or 'top up'⁶ allowance for existing heaters apply?

- ☐ No
☐ Yes If yes, include a brief description on why it applies:

EXAMPLES

- › Required heating capacity is 4.5kW and existing heat pump (installed prior to 1 July 2019) has capacity of 3.3kW. A 1.5kW fixed electric heater with a thermostat to top up to the required amount has been installed.
- › Existing (installed before 1 July 2019) woodburner capacity is 13.3kW. This is 92% of the required heating capacity of 14.5kW.

⁵ www.legislation.govt.nz/regulation/public/2019

⁶ For an explanation of these allowances, visit: www.tenancy.govt.nz/healthy-homes/heating-standard/

- ☐ Select if applicable

Some details regarding compliance with the heating standard for this tenancy have not been provided. This is because the required information for the heating standard under regulation 34 of the Residential Tenancies (Healthy Homes Standards) Regulations 2019 doesn't exist yet or otherwise cannot be provided by the landlord. Compliance with the heating standard is not required until the healthy homes compliance date for the tenancy, which is noted on the front page of this statement.

Please note: You must provide this information if you have it. Alternatively, you must provide this information if it exists and you can obtain it.



Insulation standard

For more information on all aspects of the insulation standard, including a comprehensive guidance document, visit tenancy.govt.nz/healthy-homes/insulation-standard.

This section combines the requirements of the insulation statement (**section 13A(1A) of the Residential Tenancies Act 1986**) and healthy homes insulation information requirements (regulation 35 of the **Residential Tenancies (Healthy Homes Standards) Regulations 2019**) into one statement. If you complete this section you do not need to complete a separate insulation statement, which has been required in new tenancy agreements since 1 July 2016. The insulation statement requires landlords to take all reasonable steps to find information relating to the location, type and condition of their current insulation. If any information below is already provided as part of a separate insulation statement in the tenancy agreement, it does not need to be included again in this section. However, it may be preferred to include all information on this form for ease and clarity of record-keeping.

Ceiling and underfloor insulation has been compulsory in all rental properties since 1 July 2019, unless an exemption applies. Ceiling insulation and underfloor insulation for suspended floors is required in all areas of the premises, unless these are areas:

- › that are not a domestic living space
- › of the ceiling that have a domestic living space directly above
- › of suspended floors that have a domestic living space directly below.

■ Ceiling insulation

1. Does the **ceiling** insulation above all domestic living spaces meet the requirements of the insulation standard? Complete one of sections (a), (b) or (c) for this question.

› ☐ **(A) YES – ENTIRE PREMISES**

- ▶ R-value of ceiling insulation when it was installed

The R-value may be stapled to a beam in the area, or may be included in the council building file.
Landlords need to check all possible sources.

OR

☐ I don't know the R-value

- ▶ If ceiling insulation exists, but you haven't been able to find out the R-value when installed, specify thickness of the insulation when last inspected

If you're unsure of insulation thickness, you may need to go into the ceiling cavity and physically measure the insulation thickness.

The following four fields must be completed:

- ▶ Date insulation was installed (if known, or write 'Unknown')

- ▶ Date insulation was last inspected (if known, or write 'Unknown')

- ▶ Type of insulation (eg segments, loose-fill, blanket)

- ▶ ☐ I confirm the insulation is in reasonable condition (without any mould, dampness, damage or gaps)



> ☐ (B) YES – SOME AREAS OF THE PREMISES

- ▶ Specify which areas of the premises have ceiling insulation

- ▶ R-value of insulated areas when installed

The R-value may be stapled to a beam in the area, or may be included in the council building file. Landlords need to check all possible sources.

OR

- ☐ I don't know the R-value

- If ceiling insulation exists, but you haven't been able to find out the R-value when installed, specify thickness of the insulation when last inspected

If you're unsure of insulation thickness, you may need to go into the ceiling cavity and physically measure the insulation thickness.

The following five fields must be completed:

- ▶ Date insulation was installed (if known, or write 'Unknown')

- ▶ Date insulation was last inspected (if known, or write 'Unknown')

- ▶ Type of insulation (eg segments, loose-fill, blanket)

- ▶ ☐ I confirm the insulation is in reasonable condition (without any mould, dampness, damage or gaps)

- ▶ Specify all areas of domestic living spaces in the premises that don't have ceiling insulation and that are exempt from this requirement because it is not reasonably practicable for a professional to install insulation in these areas.

EXAMPLE

Bedroom 4 was an extension to the original property and has a skillion ceiling with no roof space to install insulation.

> ☐ (C) NO – NONE OF THE PREMISES

- Does the premises meet the R-value exemption for ceiling insulation installed before 1 July 2016?

If this exemption applies it means the insulation does not need to meet the R-value required under the healthy homes insulation standard. This exemption applies if:

- a) there is ceiling insulation that covers the ceiling at the premises; and*
- b) the insulation was installed before 1 July 2016; and*
- c) immediately before the healthy homes compliance date, the landlord met the insulation requirements already in force ; and*
- d) the minimum thickness of the insulation material is at least 120 mm.*

☐ Yes

If yes, please provide a brief description of the circumstances giving rise to this exemption:

☐ No

If no, specify the reason why the ceiling isn't insulated or why the existing insulation doesn't meet the requirements of the insulation standard, and any specific exemption that applies.

EXAMPLE

Installation is not reasonably practicable because the property has a skillion roof throughout and there is not enough space for a professional installer to access the areas to install insulation.

If ceiling insulation isn't required because your premises are exempt, but you are unsure if there is any existing insulation, specify why an exemption applies and include confirmation that you have taken all reasonable steps to find information about the existing insulation (if any). **Note:** cutting an access hatch doesn't count as substantial building work.

EXAMPLE

Insulation information is not provided in the council building file. The ceiling space is also inaccessible and substantial building work would be required to gain access. Specifically, in order to access the ceiling space, the roof would need to be lifted. The landlord confirms that all reasonable steps have been taken to find this information.



■ Underfloor insulation

2. Does the property meet the partial exemption for certain thermal underfloor insulation? *This partial exemption means that installed insulation doesn't need to be a minimum R-value of 1.3 or have been installed in accordance with NZS 4246:2016 to be qualifying underfloor insulation. The insulation must still be in reasonable condition. This exemption will cease to apply if you receive a request to provide reasonable evidence of the compliance document and this evidence is not provided within 10 working days (or a time period provided in a Tenancy Tribunal order).*

This partial exemption applies if:

- a) there is underfloor insulation; and
- b) when the insulation was installed, there were requirements relating to thermal insulation that applied to the premises (under an enactment or bylaw); and
- c) the landlord has a compliance document showing that when the insulation was installed, the premises met these requirements.

☐ No (continue to question 3)

☐ Yes (provide details below then continue to question 3)

If yes, please provide a brief description of the circumstances giving rise to this exemption:

EXAMPLE

Foil insulation is installed in the subfloor and I have the appropriate compliance documents.



NOTE

The Building Act 2004 prohibits the installation and/or repair of foil insulation in residential buildings with existing electrical installations. Anyone doing so may be liable to a fine of up to \$200,000. Existing foil insulation that is in reasonable condition will only meet the healthy homes standards if it meets the criteria for an R-value partial exemption⁷. In many cases, existing foil insulation will not meet the healthy homes insulation standard.

3. Does the **underfloor** insulation meet the requirements of the insulation standard?⁸

Complete one of sections (a), (b) or (c) for this question.

› ☐ (A) YES – ENTIRE PREMISES

- ▶ R-value of underfloor insulation when installed

The R-value may be stapled to a beam in the area, or may be included in the council building file. Landlords need to check all possible sources.

- ▶ Type of insulation (eg segments, polystyrene, foil, blanket)

- ▶ ☐ I confirm the insulation is in reasonable condition (without any mould, dampness, damage or gaps)

- ▶ Date insulation was installed (if known, or write 'Unknown')

- ▶ Date insulation was last inspected (if known, or write 'Unknown')

⁷ See the insulation guidance document at tenancy.govt.nz/healthy-homes/insulation-standard

⁸ This question does not need to be completed where the partial exemption for certain underfloor insulation applies (question 2 of this section)

› ☐ **(B) YES – SOME AREAS OF THE PREMISES**

- Specify which areas of the premises have underfloor insulation

- R-value of underfloor insulation in those areas when installed

- Type(s) of insulation (eg segments, loose-fill, blanket, foil)

- ☐ I confirm the insulation is in reasonable condition (without any mould, dampness, damage or gaps)

- Date insulation was installed (if known, or write 'Unknown')

- Date insulation was last inspected (if known, or write 'Unknown')

- Specify all areas of domestic living spaces with suspended floors in the premises that **don't** have underfloor insulation and that are exempt from this requirement because it is not reasonably practicable for a professional to install insulation in these areas.

EXAMPLE

It is not reasonably practicable for a professional to install underfloor insulation in some areas due to the slope of the land, as there is not enough space under the kitchen (including part of the hallway outside the kitchen) and bedroom 3 for a professional to access the area to install insulation.

› ☐ **(C) NO – NONE OF THE PREMISES**

- Specify the reason(s) why the underfloor area isn't insulated or why the existing insulation doesn't meet the requirements of the insulation standard, and any specific exemption that applies⁹.

EXAMPLE

The property is built on a concrete slab, therefore there is no suspended floor area in which to install insulation.

- If underfloor insulation isn't required because your premises are exempt, but you are unsure if there is any existing insulation, specify why an exemption applies and include confirmation that you have taken all reasonable steps to find information about the existing insulation (if any).

EXAMPLE

*Insulation information is not available in the council building file. The underfloor space is also too narrow for a professional assessor to gain access and provide an assessment. The landlord confirms that all reasonable steps have been taken to find this information. **Note:** cutting an access hatch doesn't count as substantial building work.*

⁹ See tenancy.govt.nz/maintenance-and-inspections/insulation/insulation-exceptions for examples of access exceptions that may apply.



■ Wall insulation

4. Do the **walls** of the premises have insulation? Complete one of sections (a), (b), (c) or (d) for this question.

Note: wall insulation is not compulsory in rental properties. You only need to include this information if it's known.

› ☐ **(A) YES – ENTIRE PREMISES**

- ▶ Please provide any other details about the type or condition of the insulation (if known, or write 'Unknown' and explain why, and include confirmation that you have taken all reasonable steps to find the information).

› ☐ **(B) YES – SOME AREAS OF THE PREMISES**

- ▶ Specify which areas of the premises have wall insulation

Please provide any other details about the type or condition of the insulation (if known, or write 'Unknown' and explain why, and include confirmation that you have taken all reasonable steps to find the information).

› ☐ **(C) NONE OF THE PREMISES**

› ☐ **(D) I DON'T KNOW**

- ▶ If you don't know if there is wall insulation in any, or in some walls, explain why not and include confirmation that you have taken all reasonable steps to find the information.

☐ Select if applicable

For all parts where details have not been provided (except information required about the location, type and condition of insulation in connection with any ceiling, underfloor or walls, or reasons for any general or specific exemptions provided in a separate insulation statement), the required information for the insulation standard under regulation 35 of the Residential Tenancies (Healthy Homes Standards) Regulations 2019 doesn't exist yet or otherwise cannot be provided by the landlord. Compliance with the insulation standard is not required until the healthy homes compliance date for the tenancy, which is noted on the front page of this statement.

Please note: You must provide this information if you have it. Alternatively, you must provide this information if it exists and you can obtain it.

☐ Select if applicable

If information about the location, type and condition of any insulation has not been provided in a separately signed insulation statement, this information must be provided as part of the healthy homes standards compliance statement, unless despite making all reasonable efforts the landlord has been unable to obtain some of this information. The landlord must specify what information he or she has been unable to obtain in relation to the location, type and condition of any ceiling, underfloor or wall insulation, why they have not been able to obtain this information, and confirm that all reasonable efforts have been made to obtain the information.

Please note: Qualifying ceiling and underfloor insulation is now compulsory, unless an exemption applies, and must be in a reasonable condition. Landlords in most cases should be able to provide this information.

Ventilation standard

For more information on all aspects of the ventilation standard, including a comprehensive guidance document, visit tenancy.govt.nz/healthy-homes/ventilation-standard.

1. Do all habitable rooms in the property have one or more windows, doors or skylights that open to the outside and meet the requirements below? Complete one of sections (a) or (b) for this question.



NOTE

Openable windows, doors or skylights need to be able to be fixed in the open position. The combined area of openable windows, doors or skylights must be at least 5% of the floor area¹⁰ of each room. Habitable spaces are all living rooms, dining rooms, bedrooms and kitchens (ie spaces where people spend most of their time at home).

› ☐ **(A) YES – ALL HABITABLE SPACES**

› ☐ **(B) YES – SOME HABITABLE SPACES**

▶ State which rooms meet the requirement

State which rooms don't meet the requirement

▶ For each room that doesn't meet the requirement, briefly state how the specific exemption¹¹ applies.

EXAMPLE

The apartment does not have openable windows. However, the rooms in the apartment can be ventilated by mechanical ventilation, which was lawful at the time the apartment was built. The mechanical ventilation continues to meet the requirements of the building consent.

¹⁰ For information on how to calculate this, see the ventilation guidance document at tenancy.govt.nz/assets/Uploads/files/healthy-homes-standards-ventilation.pdf

¹¹ A room does not need to meet the requirements for openable windows (including skylights) and external doors if it was lawful at the time it was built or converted into a habitable space. If having fewer openable windows or doors was only lawful because the room met alternative ventilation requirements, then those requirements must still be met to qualify for this exemption. For more information, see section 1.3.4 in the building code compliance document for ventilation at building.govt.nz/assets/Uploads/building-code-compliance/g-services-and-facilities/g4-ventilation/asvm/g4-ventilation-4th-edition.pdf

2. Does each room in the rental property with an indoor cooktop, bath or shower have an extractor fan installed that vents to the outside and is in good working order? Complete one of sections (a), (b) or (c) for this question.

› ☐ **(A) YES – ALL ROOMS**

- ▶ State the diameter or exhaust capacity of each extractor fan and which room(s) they are located in. *Extractor fans that vent to the outside and were installed before 1 July 2019 don't need to meet performance requirements of the ventilation standard¹². In this case, state below that you are relying on the modified standard for extractor fans installed before this date.*

› ☐ **(B) YES – SOME ROOMS**

- ▶ State the diameter or exhaust capacity of each extractor fan and which room it is located in. *Extractor fans that vent to the outside and were installed before 1 July 2019 don't need to meet performance requirements of the ventilation standard. In this case, state below that you are relying on the modified standard for extractor fans installed before this date.*

- ▶ State which rooms don't have extractor fans installed and provide brief information about why each room is exempt¹³:

EXAMPLE

The rental property is on the third floor of a five floor building. A licensed electrician has advised that installing an extractor fan in the kitchen is not reasonably practicable. The room was lawful when built as it met the Building Code ventilation requirements for kitchens at the time by providing windows with a combined net-openable area of no less than 5% of the kitchen floor area. These openable windows are still present and functional.

› ☐ **(C) NOT INSTALLED IN ANY ROOMS**

- ▶ Provide brief information about why each room is exempt:

EXAMPLE

The rental property is on the third floor of a five floor building. There is one kitchen and one bathroom. A licensed electrician has advised that installing extractor fans in both the kitchen and bathroom is not reasonably practicable. The rooms were lawful when built as they met the Building Code ventilation requirements for kitchens and bathrooms at the time by providing windows with a combined net-openable area of no less than 5% of the floor area of each respective room. These openable windows are still present and functional.

☐ Select if applicable

For all parts where details have not been provided, the required information for the ventilation standard under regulation 36 of the Residential Tenancies (Healthy Homes Standards) Regulations 2019 doesn't exist yet or otherwise cannot be provided by the landlord. Compliance with the ventilation standard is not required until the healthy homes compliance date for the tenancy, which is noted on the front page of this statement.

Please note: You must provide this information if you have it. Alternatively, you must provide this information if it exists and you can obtain it.

¹² Information on performance requirements for extractor fans is available at tenancy.govt.nz/healthy-homes/ventilation-standard/

¹³ There are a number of criteria which must all be met to meet this exemption. Details are available in the guidance document: tenancy.govt.nz/assets/Uploads/files/healthy-homes-standards-ventilation.pdf



Moisture ingress and drainage standard

For more information on all aspects of the moisture ingress and drainage standard, including a comprehensive guidance document, visit tenancy.govt.nz/healthy-homes/moisture-and-drainage-standard/

- Does the property have gutters and downpipes that efficiently drain storm water, surface water, and ground water to an appropriate outfall? *An appropriate outfall will generally be the storm water system provided by your local council. It could also be a properly working soakage system, natural watercourse, adequate water storage system or other constructed water way.*

☐ Yes



NOTE

It has been a requirement for all homes to have efficient drainage for the removal of storm water, surface water and ground water since 1947 as part of the Housing Improvement Regulations 1947.

- Does the property have any enclosed subfloor spaces?

The subfloor is considered to be enclosed if the airflow into and out of the space is significantly obstructed along at least 50% of the perimeter.¹⁴

☐ Yes (continue to question 3)

☐ No (continue overleaf to next section on draught stopping standard)

- If the property has an enclosed subfloor, has a ground moisture barrier been installed that meets the requirements of the standard?

☐ Yes

☐ No

Briefly specify the reason why there is no moisture barrier.

EXAMPLE

There is limited space under the house or part of the house and I have received confirmation from a professional installer that it is not reasonably practicable to install a ground moisture barrier.

☐ Select if applicable

For all parts where details have not been provided, the required information for the moisture ingress and drainage standard under regulation 38 of the Residential Tenancies (Healthy Homes Standards) Regulations 2019 doesn't exist yet or otherwise cannot be provided by the landlord. Compliance with the moisture ingress and drainage standard is not required until the healthy homes compliance date for the tenancy, which is provided on the front page of this statement.

Please note: if you have this information or it exists and you can obtain it, you must provide it.

¹⁴ See the guidance document tenancy.govt.nz/assets/Uploads/files/healthy-homes-standards-moisture-ingress-drainage.pdf for further information on determining whether a subfloor area is enclosed.



Draught stopping standard

For more information on all aspects of the draught stopping standard, including a comprehensive guidance document, visit tenancy.govt.nz/healthy-homes/draught/

1. Does your property have any open fireplaces?

- ☐ No
☐ Yes

If yes, have they been blocked off or do you hold written agreement from the tenant not to block them off? Specify whether they have been blocked off, or are available for use at the tenant's request:

For an open fire to meet the requirements of the draught stopping standard the fireplace and the chimney must be in good working order and free from any gaps or holes that allow draughts to enter in and out of the property, unless these are necessary for the safe and efficient operation of the fireplace. Use of the fireplace must be agreed by both landlord and tenant in writing.

2. Is the property free from unintentional and unreasonable gaps or holes that allow noticeable draughts in or out of the building? Areas include, but are not limited to, doors, windows, walls, floors and ceilings.

- ☐ Yes
☐ No (explain why some gaps or holes that allow noticeable draughts are not blocked).

To meet the requirements of the draught stopping standard the property must be free from unintentional and unreasonable gaps or holes that allow noticeable draughts in and out of the property. A common sense approach should be taken to assessing whether a draught is noticeable. The age and condition of the property must not be taken into account when assessing if a gap or hole is unreasonable.

Refer to the draught stopping guidance document¹⁵ when determining if a draught is unreasonable.

- ☐ Select if applicable

For all parts where details have not been provided, the required information for the draught stopping standard under regulation 37 of the Residential Tenancies (Healthy Homes Standards) Regulations 2019 doesn't exist yet or otherwise cannot be provided by the landlord. Compliance with the draught stopping standard is not required until the healthy homes compliance date for the tenancy, which is provided on the front page of this statement.

Please note: if you have this information or it exists and you can obtain it, you must provide it.

Landlord Statement

I/we, (name of landlord(s))

declare that the information contained in this statement is true and correct as at the date of signing.

Signed by

LANDLORD(S)

Date signed

ROOM INSPECTION REPORT

This report is intended to help avoid disputes

This should be used to record the condition of the boarding house room at the start of the tenancy.

The landlord and the tenant should fill out this form together, and tick the appropriate box if the condition is acceptable, or record any damage or defects.

		CONDITION ACCEPTABLE?		DAMAGE/DEFECTS
		LANDLORD	TENANTS	
BOARDING ROOM	Wall/Doors			
	Lights/Power points			
	Floors/Floor Coverings			
	Windows			
	Blinds/Curtains			
	Smoke Alarms			
	Other			

List of furniture and chattels

Provided by the landlord

Signatures for Property Inspection Report

Do not sign unless you agree to all the details in the Property Inspection Report.

Signed by

Date signed

LANDLORD

Signed by

Date signed

TENANT