



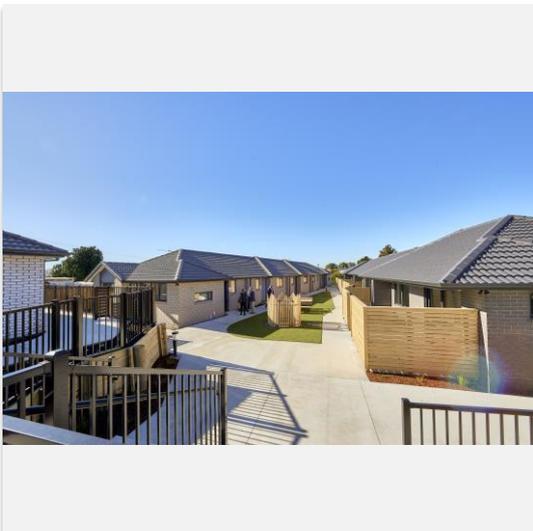
Easy Read Tenancy Agreement



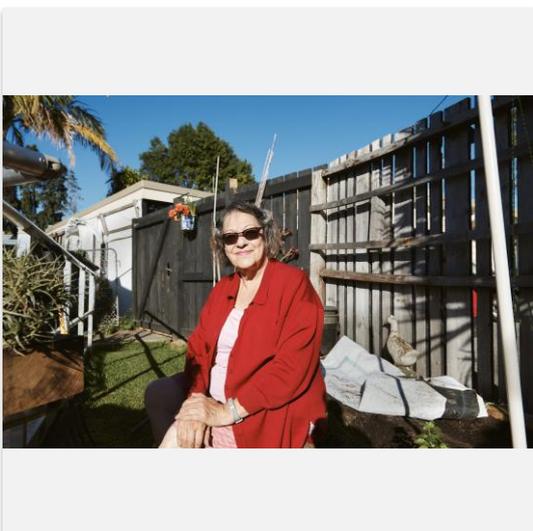


This **Tenancy** Agreement tells you what you can and cannot do as a **tenant**.

It also tells you what your **landlord** can and cannot do.



A **tenancy** is an agreement where a tenant rents a home from a landlord. The tenant can live there and must pay rent and follow rules.



A **tenant** is someone who pays rent to live in a home owned by their landlord.



A **landlord** owns a home and rents it to someone else.



Your rights as a tenant are explained in:

- This Tenancy Agreement
- The Residential Tenancies Act 1986
- The Public and Community Housing Management Act 1992.



This is a **legal** and **binding** agreement.



Something is **legal** when it follows the law.



Binding means the people involved in the agreement must follow it.

Information about your landlord



Your landlord is called:



You can email your landlord at:

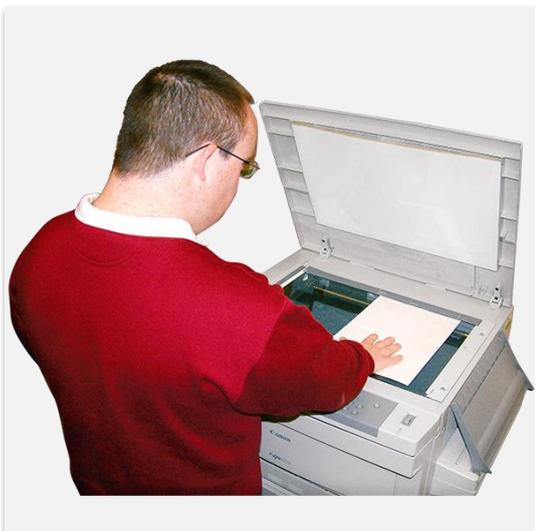


You can call your landlord on:

Information about the tenants



Names of the tenants:

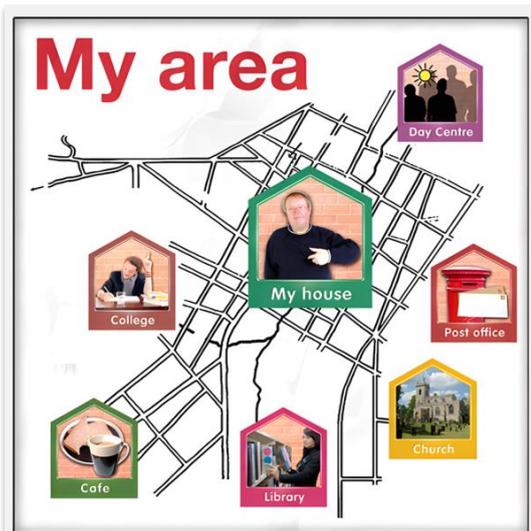


We will take a copy of your **ID**

The number on your ID is:



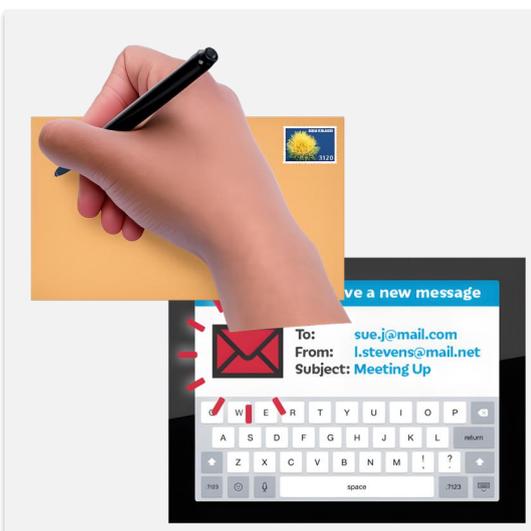
Identification or **ID** is a document from the government that shows who you are.



You need to give us an **address for service**.



An **address for service** is a place you agree to get notices and other documents about your tenancy.



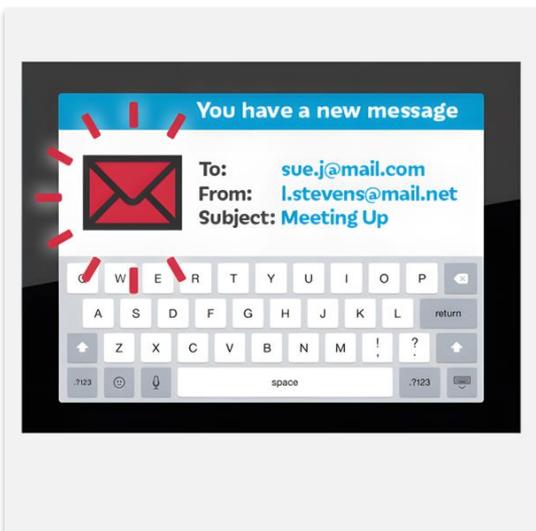
Your address for service can be a house address or an email address.



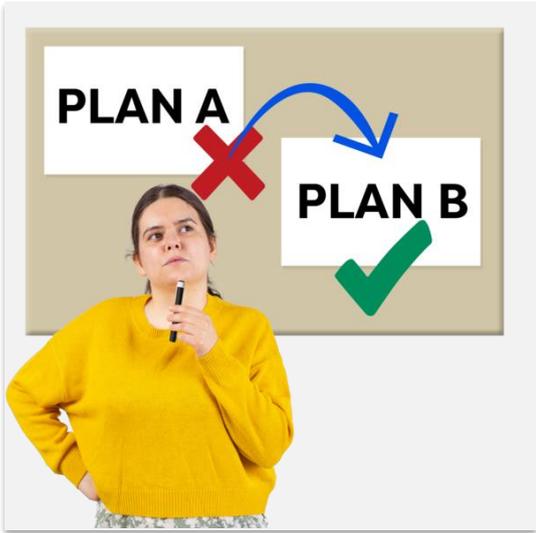
A house address for mail while you are living in the home we rent to you:



A house address for mail after you have finished living in the home we rent to you:

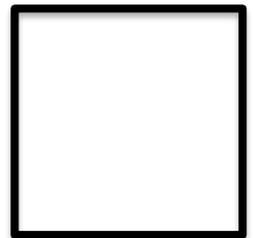
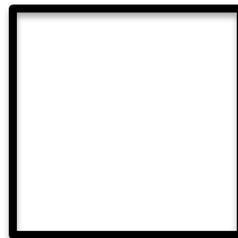


Your email address:



Would you like your address for service to be your house address or email address?

If you choose for your address for service to be an email address we may not send you post in the mail.

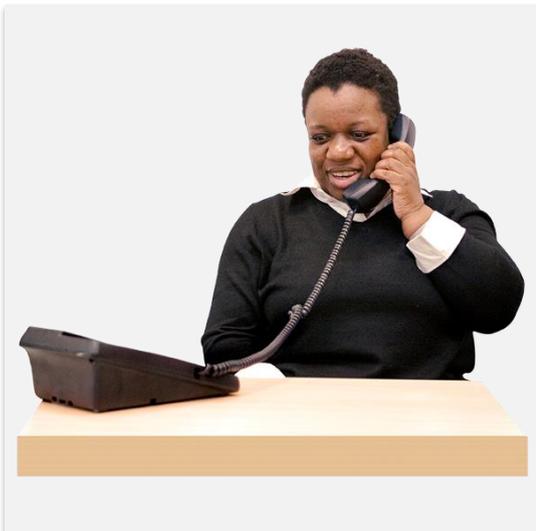




Your home phone number:

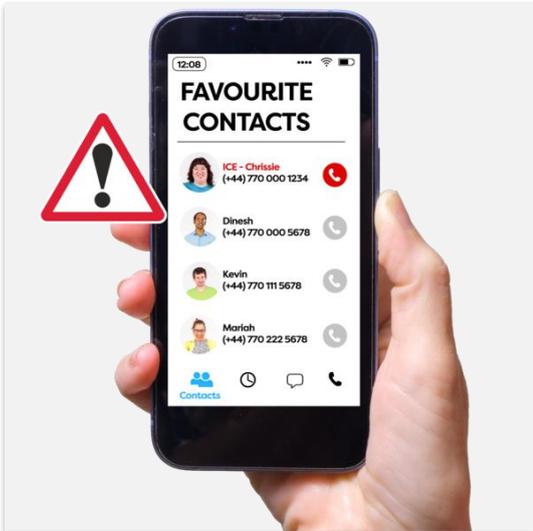


Your cell phone number:



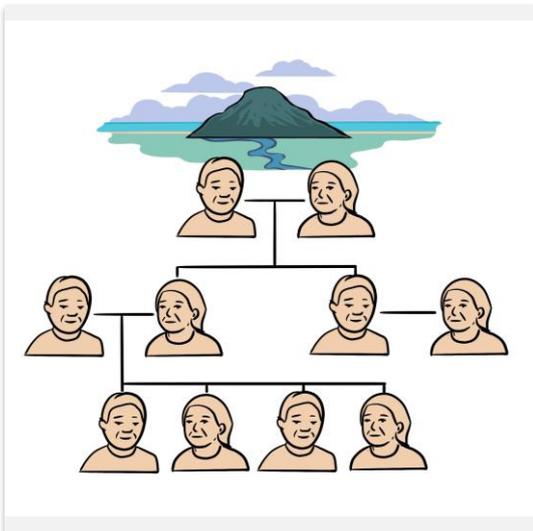
Your work phone number:

Your **emergency contact**



An **emergency contact** is someone we can talk to if we:

- Are worried about you
- Find it hard to contact you.



Name

Relationship to you (for example, Mum, sister, friend)



Daytime phone number

Cell phone number



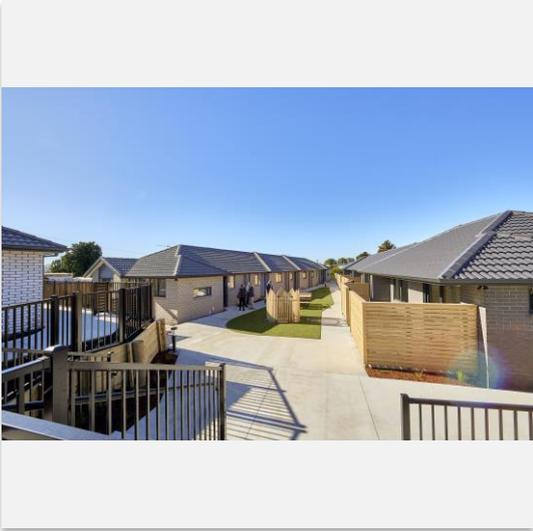
Evening phone number



Your landlord also has an address for service:



Tenancy information



Your tenancy is for:



Your tenancy starts on

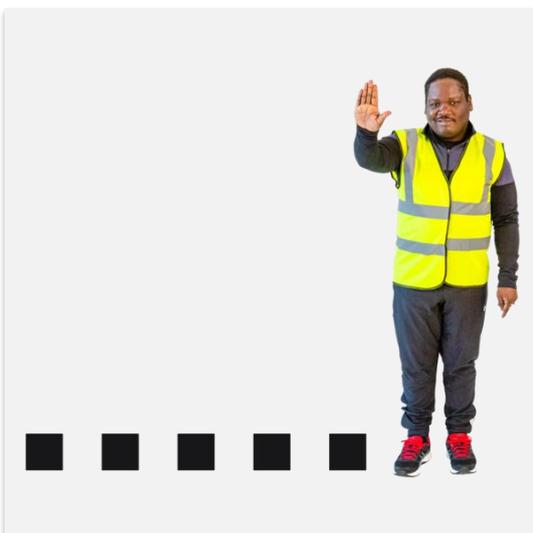
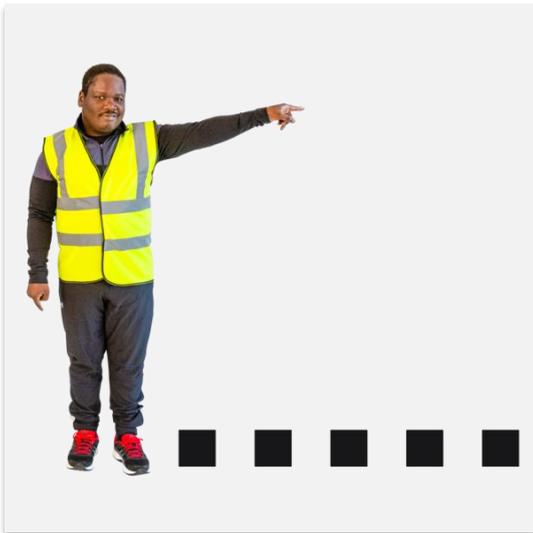
___ / ___ / _____

Your reference number is:

There are two kinds of tenancies.

Periodic tenancy

A periodic tenancy lasts as long as both the tenant and the landlord agree. Either the tenant or the landlord can end the agreement if they have a good reason according to the Residential Tenancies Act 1986.



Fixed term tenancy

A fixed term tenancy lasts until the date written on the tenancy agreement.

This tenancy is a:

Periodic tenancy

Fixed term tenancy that ends
on

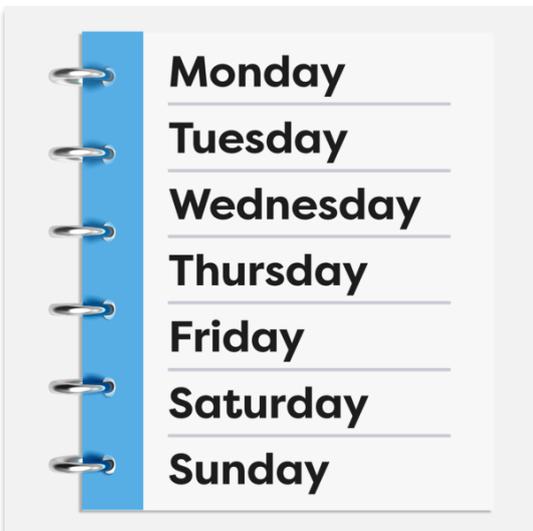
____ / ____ / _____

Paying your rent



Your rent is \$_____ every week.

Your rent could change.



You need to pay your rent every week in **advance**.

Paying rent in **advance** means you pay your rent before the week begins.



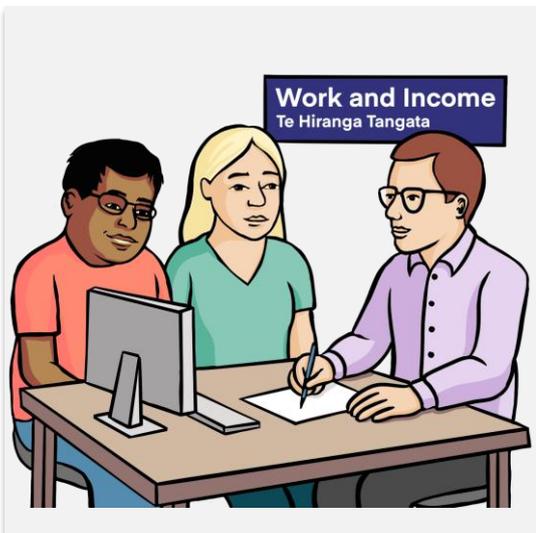
We will tell you at least 61 days before your rent changes.

That is at least 2 months.



You can choose to:

- Set up an automatic payment with your bank
- Ask ACC to pay your rent from your ACC payments
- Ask Work and Income to pay your rent from your benefit payments.



Bank account number for your rent

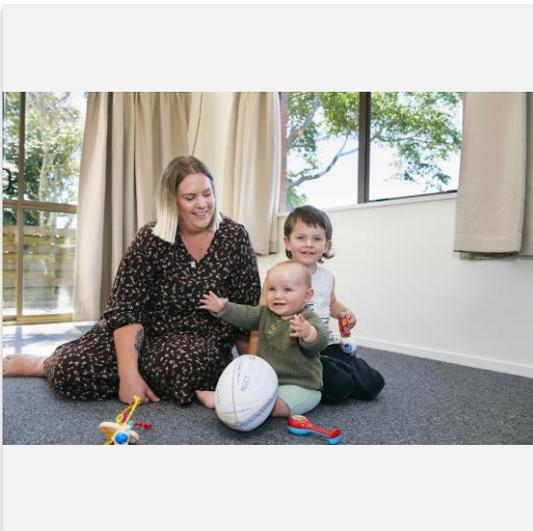
Account name

Paying your bond



A **bond** is money you give to your landlord when you start a tenancy.

This money is kept safe to pay for any damage, rent you have not paid, or other costs that might happen while you live there.



If you look after the home and pay your rent, you will get your bond money back when you leave.



You must pay a bond of:

\$ _____

Your rights and responsibilities



Your rights and responsibilities as a tenant come from the Residential Tenancies Act 1986.



You must do these things as a tenant:

- Pay your rent on time.



- Keep your home and garden clean and tidy.



- Do not damage anything, and do not let other people damage anything.



- Call your landlord quickly if something needs fixing.



- You are responsible for how people act in your home. If they break anything, you will have to pay for it.



- Make sure your home and garden are clean and tidy when you move out



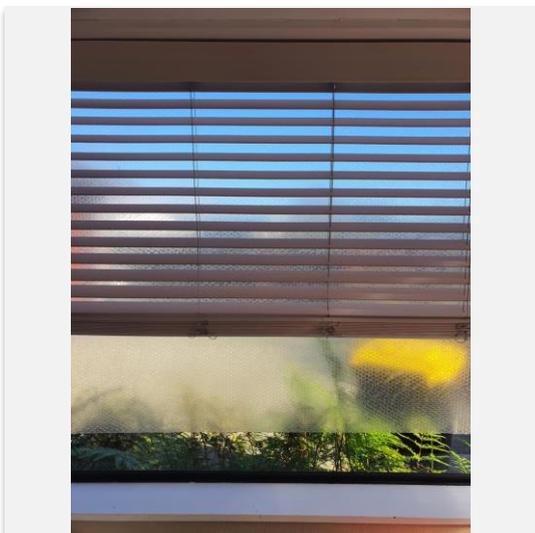
- Take all your things with you from your home and garden when you move out



- Give back all keys, swipe cards, remote controls, and everything else that belongs to your landlord when you move out.



- Keep any **window coverings** in good condition. It is okay if the window coverings get a little bit worse because they are being used in a normal way.



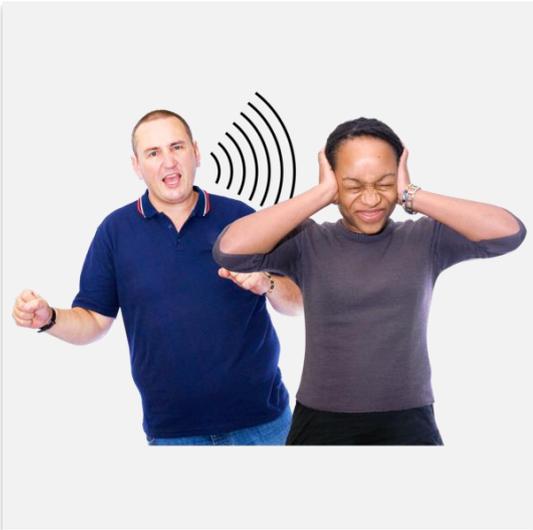
Window coverings are:

- Blinds
- Curtains or drapes
- Shades.



- No one is allowed to smoke inside.

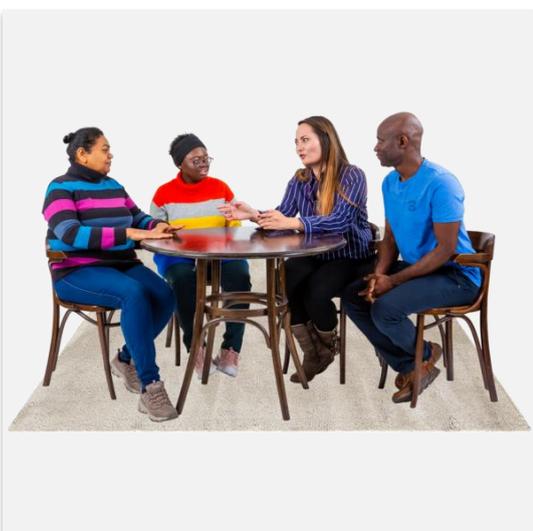
Respecting your neighbors



You and the other people in your home must not disturb your neighbors.



This means keeping noise down and respecting their space.



If there is a problem between you and your neighbors, you must try to go to any meetings your landlord sets up to help solve the problem.

Fire safety



No one is allowed to smoke inside for any reason



There are smoke alarms in your home:



- You must tell your landlord as soon as possible if there is a problem with your smoke alarms



- You must not do anything to damage your smoke alarms, move them, or take the batteries out



- You must not touch or break any fire alarms or silencers otherwise you might have to pay to fix them.

Number of people in your home



The number of people who can live in your home is _____

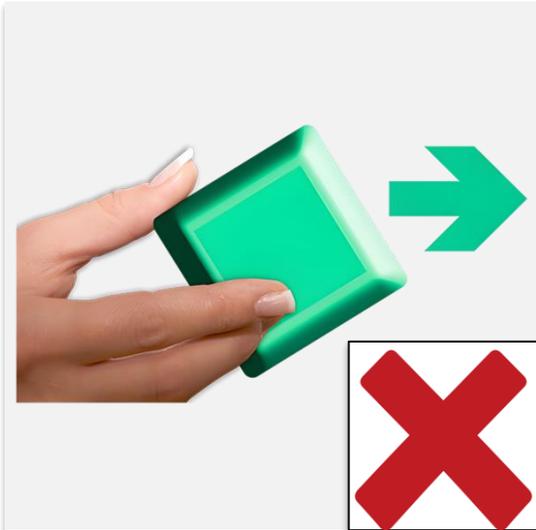


You must ask your landlord if you want if you want someone who does not live with you to stay for more than three months.



This includes people on bail or serving home detention.

No giving, selling, or renting out



You cannot give your tenancy to someone else, even if they live with you or are part of your whānau or family.



You cannot rent out your home or any part of it.

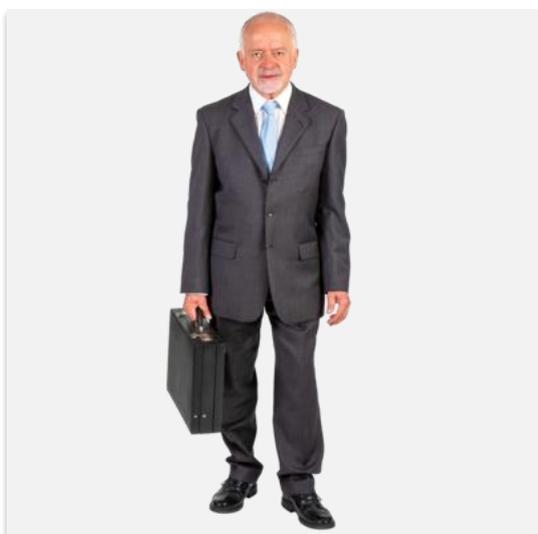


You cannot give away or sell any part of your home.

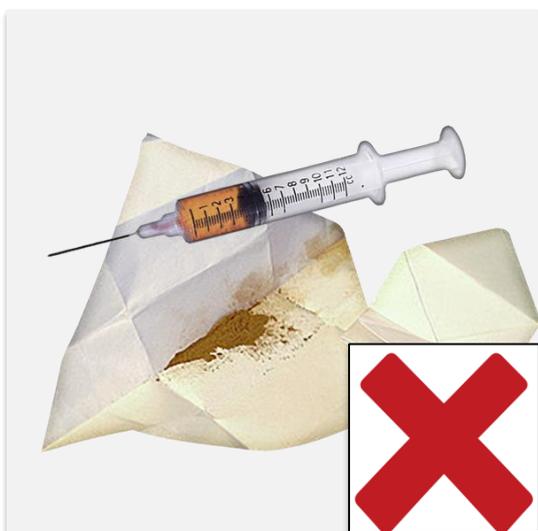
Living in your home



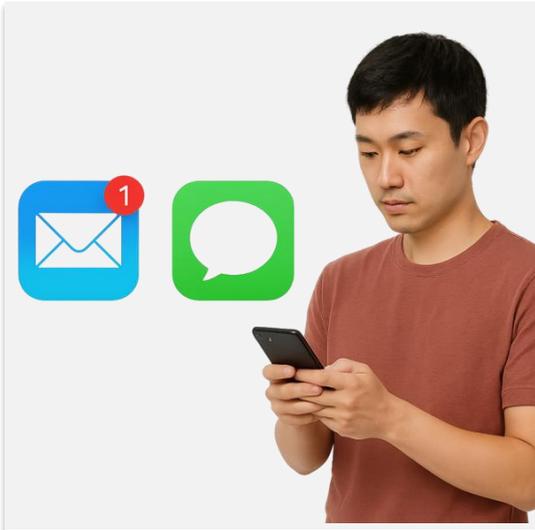
The home should be mainly for you and your whānau or family.



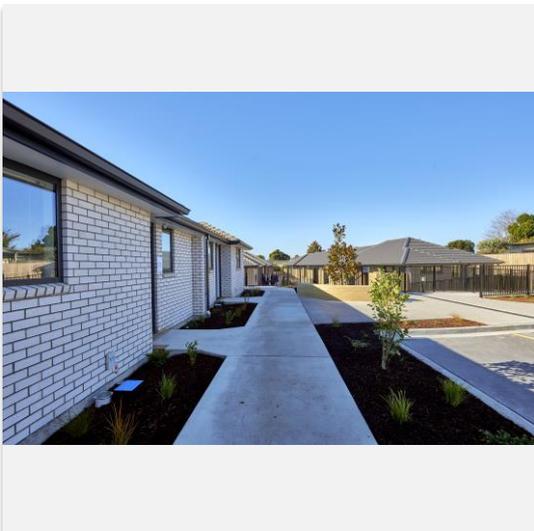
You cannot use your home or any part of it for work or business unless you have written permission from your landlord.



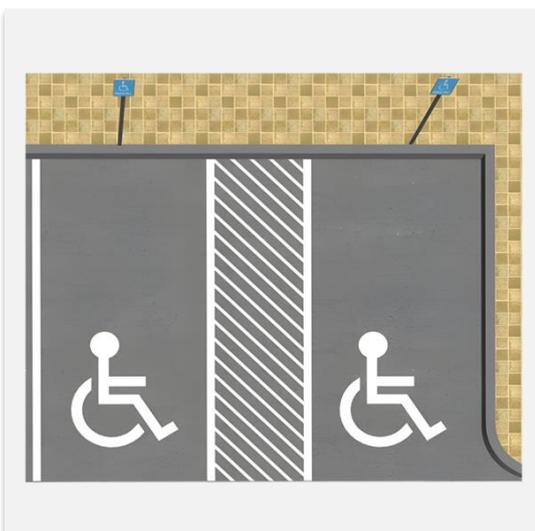
You must not use your home to do anything illegal.



You must write to your landlord if you will be away from your home for more than 30 days, like for a holiday or if you are in hospital.



You must not park any vehicle where it blocks or restricts access to any shared driveway.



You should only park your vehicle in:

- Your driveway
- A carpark for your home
- Public parking areas.

Sleeping and living areas



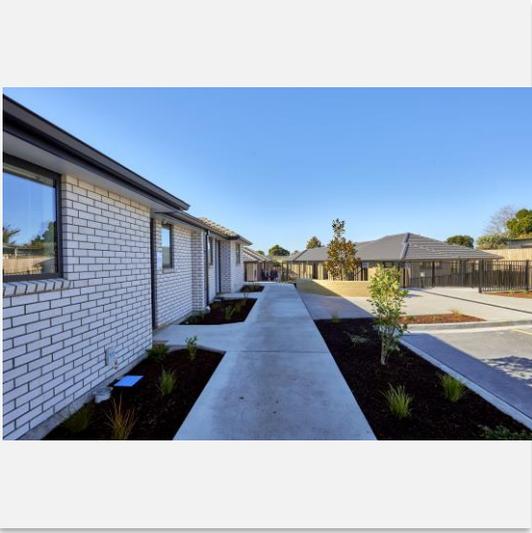
No one can sleep or live in a garage, shed, caravan or anything similar at your home.

Making changes to your home



You must not change your home or build anything on it.

Letting people get to other houses



If your home is on the same ground as other homes, other people must be able to get to those homes through that ground.

Keeping a pet



You can always keep dogs or other animals if you need them for your disability.

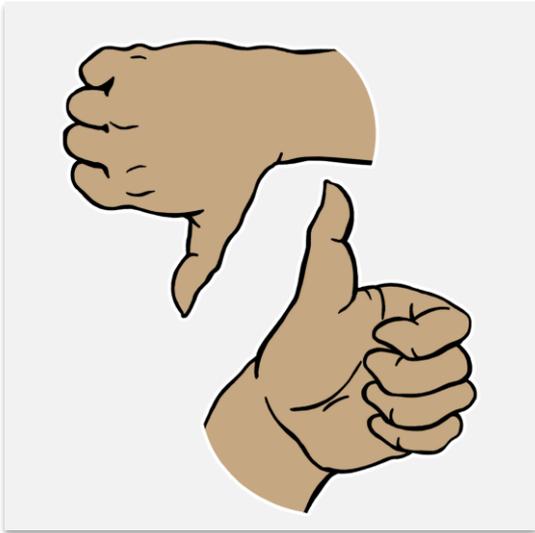


You can have a pet live with you if your landlord says “yes” in writing.

You must tell your landlord:



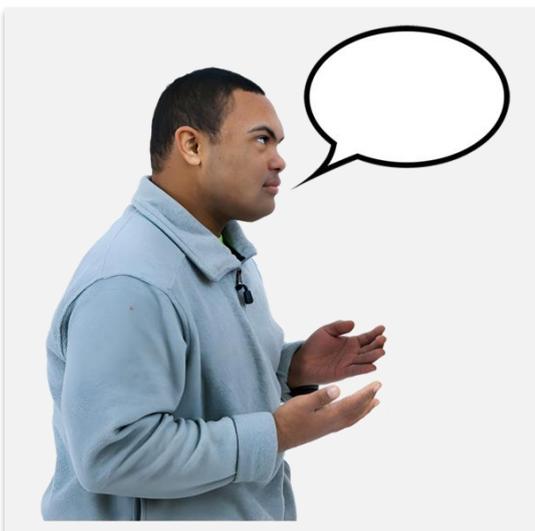
- What type of pet you want to keep
- How many pets
- If the pets will live inside or outside.



Your landlord will say “yes” or “no” to you within 21 days.



They will tell you if there are any pet rules to follow.



If they say “no” they will tell you the reason why.

Paying for metered water



You are responsible for **metered water** charges if there are any.



Metered water means you pay for how much water you use.

The more you use the more you pay.

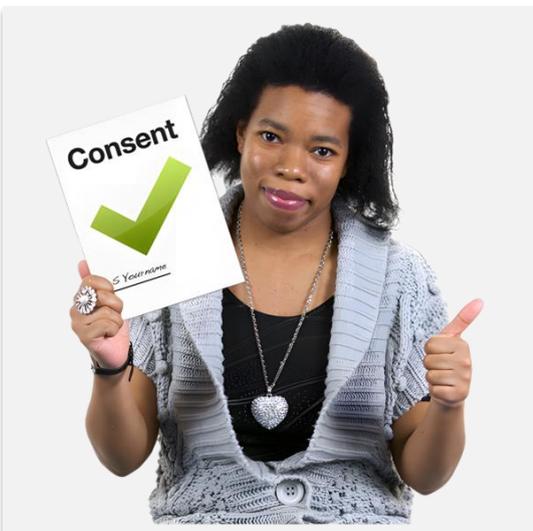
Landlord rights and responsibilities

Right to come into your home



Your landlord will only come into your home:

In an emergency



- If you say it is okay



- To fix something or keep your home up to a legal standard.



Your landlord will tell you at least 24 hours (1 day) before they come into your home to fix something or keep your home up to a legal standard and only come between 8 am (morning) and 7 pm (evening).



- To have a look at your home and check you are following the rules (inspection).



Your landlord will tell you at least 48 hours (2 days) before they come into your home for this reason and only come between 8 am (morning) and 7 pm (evening).



- To make sure there is nothing in your home that could harm you (test for contamination).



Your landlord will tell you at least 48 hours (2 days) before they come into your home for this reason and only come between 8 am (morning) and 7 pm (evening).



- Any other reason that is written in the Residential Tenancies Act 1986.

Landlord responsibilities



Your landlord will keep your home in good condition according to the Residential Tenancies Act



Your landlord will follow all rules about:

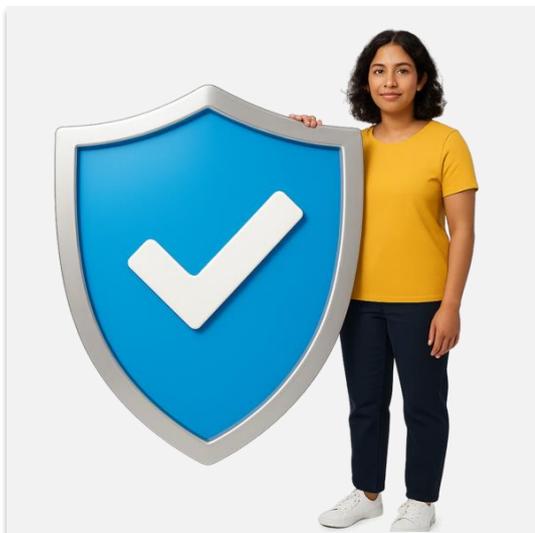
- Building
- Health and safety
- Smoke alarms.



Your landlord will give you an **insurance** certificate for your home and tell you how much you might have to pay towards a **claim**.



Insurance is a way to protect yourself from big costs if something goes wrong.



An insurance **claim** is when someone tells the insurance company something has gone wrong and asks them to help pay for it.



They can give you a copy of the **insurance policy** if you want to see it.



An **insurance policy** is an agreement with the insurance company about who will pay for what if something goes wrong.



Your landlord will follow the rules about **Healthy Homes Standards**.



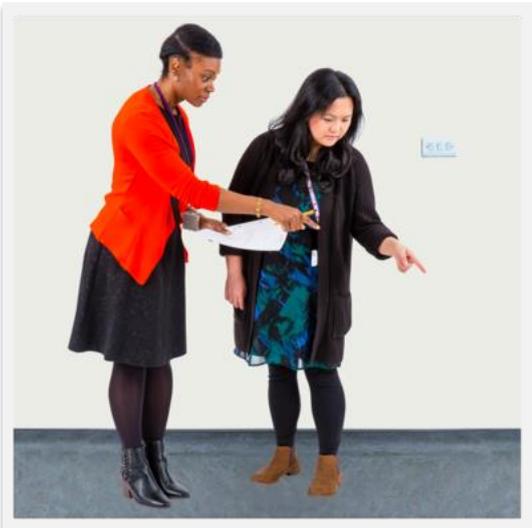
The **Healthy Homes Standards** are rules for landlords about providing a warm and dry house for tenants.

Improving your home or land



Your landlord has the right to improve your home or make changes to the land your home is on.

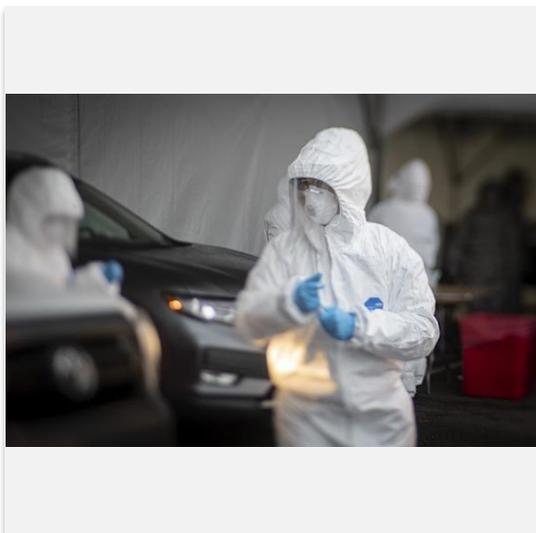
Meth testing



Your landlord can test your home to check for a type of drug called methamphetamine (meth).



They will tell you what the test said in writing by 7 days after they get that information.



If the test shows there is too much meth in your home, it must be cleaned in a special way.



If they find that you or your whānau or family or manuhiri or visitors have allowed meth in your home during your tenancy:



- You are breaking the rules of the Tenancy Agreement.



- You may have to help your landlord clean your home to make it safe from meth.



- Your landlord can end your tenancy. This means you would have to move out of your home.



- You might have to pay for cleaning and **legal costs**.



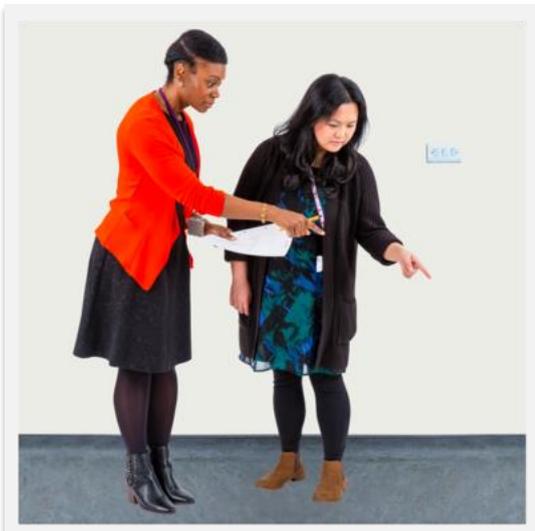
Legal costs is the money paid for help with the law.

It includes things like:

- Lawyers fees
- Court fees.



You will have to pay to fix any damage caused by someone using or making meth in your home.



The landlord might need to do more tests to check for more harmful problems in your home.



You might have to stay somewhere else for a while so your home can be cleaned safely.

Chattels



A **chattel** is an item that came with your home.

It can be moved but belongs with your home.



These chattels must be left in your home when your tenancy ends.

Tick the boxes next to the chattels in your home.



Curtains



Stove and oven



Rangehood



Smoke alarms



Heat pump and remote control



Panel heater



Solid fuel heater (fireplace)



Garden shed



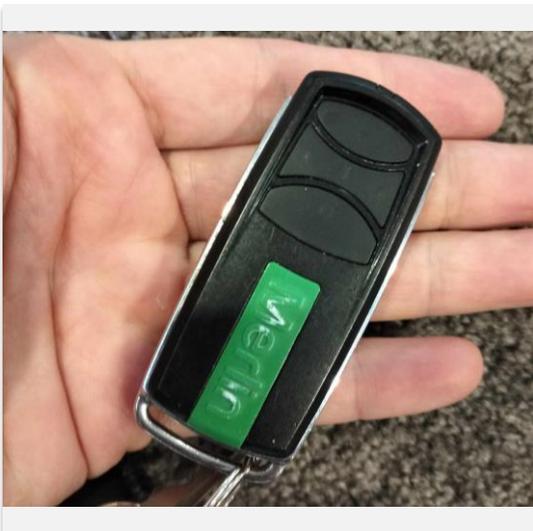
TV aerial



Extractor fan



Bathroom heater

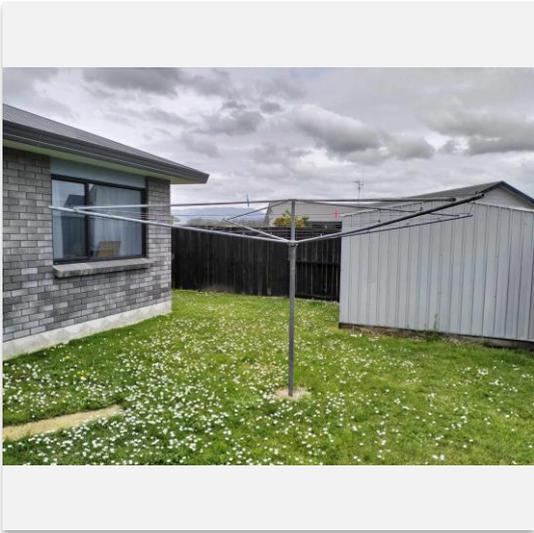


Automatic garage door remote control

How many _____



Light fittings



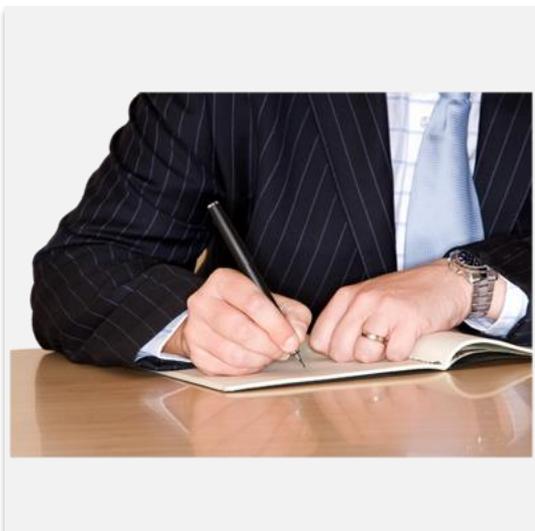
Clothesline

Ending your tenancy

Giving notice



A periodic tenancy lasts as long as both the tenant and the landlord agree.



You or your landlord could say you want to end the tenancy. This is called giving notice.



If you want to end your periodic tenancy, you must give your landlord notice in writing 21 days before you want to leave your home.



If your landlord wants to end your periodic tenancy, they must give you notice in writing 42 or 90 days before they want you to leave their home.



42 days if they have a special reason like they or their family are moving into the house or the house has been sold.



90 days if they have another legal reason.

Tenancy Tribunal



The **Tenancy Tribunal** is a court that sorts out problems between tenants and landlords.



Your landlord can apply to the Tenancy Tribunal to end your tenancy if:

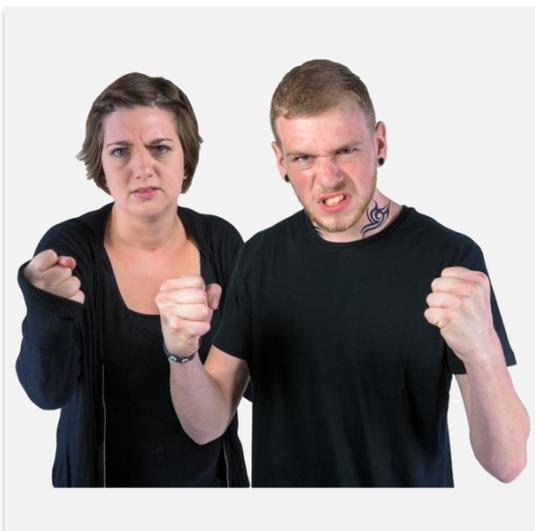
- You owe more than 21 days of rent



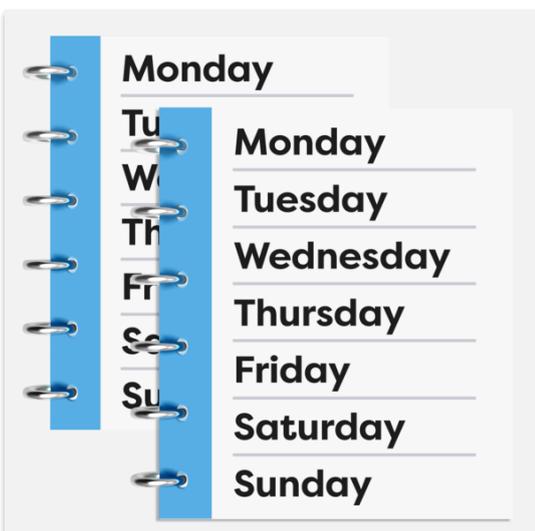
- You are late paying rent by 5 days or more, 3 times in 90 days



- You have damaged or threatened to damage your home, garden, or the land around it.



- You have hurt or threatened to hurt your landlord or neighbor.



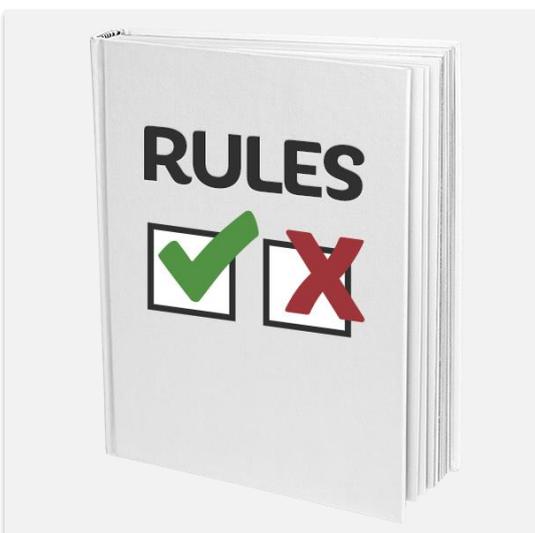
- You were given 14 days to fix something but did not do it.



- You have used your home to break the law or let someone else use your home to break the law.



- You, your whānau or family, manuhiri or visitors have smoked, sold, or made meth at your home.



- You have broken the rules of this tenancy agreement, and the problem cannot be fixed.

The landlord and the Tenant (you) sign here to show they agree to all the rules in the Tenancy Agreement.

By signing, the Tenant says they are 18 years old or older.

This is a legal contract.

Signed: _____

Tenant

Date: ____/____/____

Signed: _____

Tenant

Date: ____/____/____

Signed: _____

Landlord

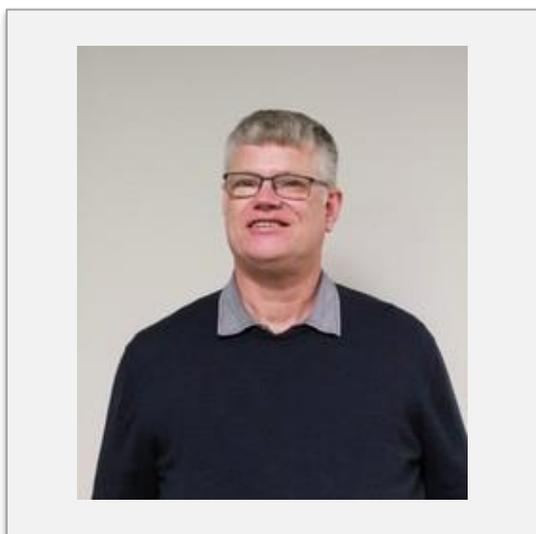
Date: ____/____/____



About this Easy Read



Nicolina Newcombe translated this information into Easy Read.



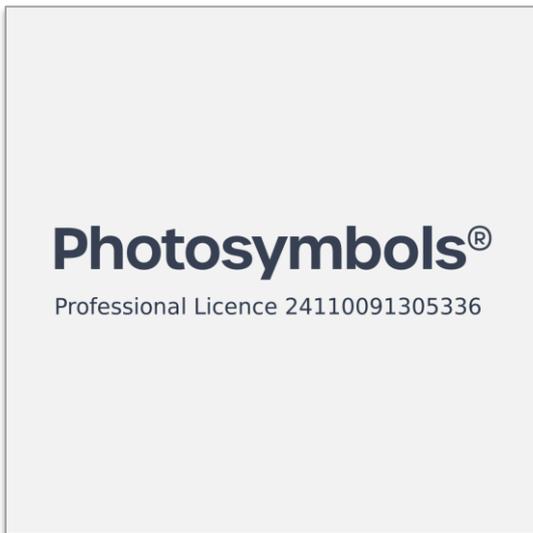
David Corner checked that this information is easy to read.



We did this work at IHC.



Accessible Properties gave us a tenancy agreement to work from and helped us get it right.



The images in this Easy Read came from **Photosymbols**.