

NZ Tenancy Checklist

A simple, printable checklist for tenants and flatmates in New Zealand.

Before Moving In

- Sign a written tenancy or flatmate agreement (keep a copy).
- Pay bond and rent in advance; get receipts.
- Confirm the bond will be lodged with Tenancy Services (within 23 working days).
- Request a chattels list (furniture/appliances/curtains).
- Do an entry inspection; take date-stamped photos of existing damage.
- Ask for Healthy Homes Statement/compliance details.
- Set up utilities (power, internet, gas, water) and agree how to split bills.
- Learn rubbish & recycling rules and collection days.
- Collect all keys/access (front/back, mailbox, storage).
- Consider renters'/contents insurance.

During Tenancy

- Pay rent on time (set up automatic payment).
- Keep the flat reasonably clean and tidy; follow cleaning roster.
- Report repairs/issues to landlord quickly (document in writing).
- Respect flatmates—noise down, share spaces fairly, communicate early.
- Review rent statements/receipts regularly.
- Ask before bringing long-term guests or new flatmates.
- Note inspections/rent increases (proper notice must be given).
- Use house meetings/group chat to resolve issues early.

When Moving Out

- Give written notice (fixed-term needs agreement; periodic usually 28 days).
- Deep clean room and common areas (incl. fridge/oven if applicable).
- Do a final inspection with landlord; take photos.
- Return all keys and access devices.
- Settle all outstanding bills and flat expenses.
- Complete bond refund form and confirm details.
- Remove all belongings—don't leave furniture or rubbish.

Tip: You can track progress interactively in the app (ticks saved on this device).