

Appointment of Representative

What is a representative?

A representative is someone you nominate to act on your behalf in relation to your residential tenancy.

It is important that you carefully consider appointing your representative for anything to do on your behalf.

When appointing a representative, consider:

- How long you have known them for
- If you trust that they will act with your best interest and
- They will keep you informed for any changes or anything to do with your residential tenancy

What can a representative do?

You may want the representative to be able to:

- Receive mail relating to your residential tenancy
- Access your personal information
- Deal with Toitū Te Whenua – Land Information New Zealand on your behalf

You can request to remove the appointment of your representative at any time by contacting us at Residential@linz.govt.nz

Appointment of Representative

Please complete this form to authorise someone to act represent you on matters relating to your residential tenancy with us.

When completed, please scan and return this form to:

Residential@linz.govt.nz or by post to:

**Level 7, 155 The Terrace
PO Box 5501, Wellington 6145, New Zealand**

1. Residential tenancy details	
Property address	
Name of tenant(s) listed in the tenancy agreement	
Start date of tenancy	

2. Your details		
Your name:		
Date of birth:		Email address:
Address:		
Home Phone:	Mobile:	Work phone:

3. Your nominated representative – please provide details of the person you give authority to act on your behalf regarding this tenancy	
Full name:	Relationship to you:
Date of birth:	
Email	

Postal address:		
Home Phone:	Mobile:	Work phone:

4. Agreement of Tenant

- I authorise you to liaise with my nominated representative on matters relating to my residential tenancy.
- I authorise my nominated representative to receive communication from LINZ on my behalf.
- I understand I am giving authorisation to my nominated representative to provide and receive personal information about me to and from LINZ.
- I understand that LINZ is not responsible for any actions taken or failed to be taken by my nominated representative.
- I understand I can contact LINZ at any time to cancel this authority.

Signature:

Date:

5. Agreement of nominated representative

- I accept the role to act as the nominated representative of the person named in section 1 for matters relating to their residential tenancy with LINZ.
- I agree with the person named in section 1 to act in good faith and in their best interests, and am aware of my responsibilities.
- I understand that my role does not make me the tenant for the purposes of the tenancy but gives me the ability to convey the decisions, interests and wishes of the person named in section 1.
- I understand I can contact LINZ at any time to cancel this authority.

Signature:

Date:

Managing your personal information

LINZ collects personal information such as your name, occupant names, contact information, proof of identity, credit check, and criminal record check to manage your tenancy and meet the requirements of the Residential Tenancies Act 1986 and the Privacy Act 2020.

Providing information to LINZ is voluntary. However, if relevant information is not provided, we may not be able to accept the appointment of your nominated representative to act on your behalf.

LINZ shares your personal information with other agencies for the purposes of managing your tenancy (e.g., we may need to give a repair company your name and address to fulfil a maintenance request) or where permitted or required by law (e.g., we receive a production order or other statutory demand).

You have the right to access and request correction of personal information that LINZ holds about you.

For more information about privacy, please visit <https://www.linz.govt.nz/privacy>.

To request access or correction of your personal, or if you have a question or concern, contact us on privacy@linz.govt.nz or the details at the start of this form.