

Service Tenancy and Boarding House Agreement

CONTINUUM HOTEL LIMITED

NAME OF TENANT:

FULL NAME HERE

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. Leaving 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 ** See Addendum

- › 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 outgoing (note the tenant is not responsible for outgoing 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 July 2021, landlords must include a statement in all 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 66I(1)(bb) of the Residential Tenancies Act, **or**
- > that the landlord already complies with the healthy homes standards as required by 66I(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 ** See Addendum

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) Continuum Hotel Limited (Company Number 5833168) t/a Shotover House

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

Physical address for service 48 Shotover Street, Queenstown 9348

Landlord Contact:

Name: Annika Worth

Position: General Manager

Address: Novotel Queenstown Lakeside

Private Bag 50073

Queenstown

Email:

annika.worth@accor.com

Mobile: 0272 13 66 38

AGENT DETAILS*

Agent Contact:

Name: Mariana Olivieri

Position: Hostel Manager

Address: Shotover House

48 Shotover Street

Queenstown 9348

Email: shotoverhouse48@gmail.com

Mobile: 027 359 8318

*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) WRITE YOUR FULL NAME HERE

Identification

☒ Drivers licence

☒ Passport

☒ Other

Write ID Number:

WRITE ID NUMBER

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

Physical address for service 48A Shotover Street. Queenstown 9300

Email

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

EMAIL HERE

Phone

(Mobile)

PHONE HERE

(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 ** See Annexure 2
- ☒ Fire evacuation procedure applying to the premises ** See Annexure 3
- ☐ ~~Body Corporate rules (only if boarding house premises a Unit Title premises)~~

Rent per week \$ **\$** ~~To be paid~~ ☐ ~~in advance~~ Frequency (tick one) ☐ ~~weekly~~ ☐ ~~fortnightly~~

Bond amount \$ ** See Addendum

~~Rent to be paid at~~

~~Or into Bank Account No.~~

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

~~Account name~~

~~Bank~~ ~~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
Laundry Facilities	Coin operated Laundry on 1st floor

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

SERVICE

Electricity, WIFI, General Cleaning of public areas, General Maintenance, TV in lounge,
Kitchen Equipment

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.

**** See Addendum**

*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


LANDLORD

Date signed

ARRIVAL DATE

Signed by

TENANT

Date signed

ARRIVAL DATE

Signed by

TENANT

Date signed

ADDENDUM TO TENANCY AGREEMENT

In the event of any conflict between the general provisions of the Tenancy Agreement and this Addendum, the provisions in the Addendum shall prevail.

1. Definitions and Interpretation

1.1 **Definitions:** In this Agreement unless the context otherwise requires:

Bond means one weeks' rent payable under the Tenancy Agreement as security for the observance and performance of the Tenant's obligations under the Tenancy Agreement and the RTA;

Landlord means the landlord referred to on page 5 of the Tenancy Agreement;

Premises means the address of tenancy (including the boarding room number to which the tenancy relates and the common areas of the boarding house) as referred to on page 6 of the Tenancy Agreement;

RTA means the Residential Tenancies Act 1986;

Service Tenancy is defined in section 2 of the RTA;

Tenant means the tenant referred to on page 5 of the Tenancy Agreement;

Tenancy Agreement means the Boarding House Tenancy Agreement and includes this Addendum; and

Tenancy Services means the public body responsible for the administration of the RTA.

1.2 **Interpretation:** In this Agreement, except where the context otherwise requires:

1.2.1 a reference to an *employee* includes both an employee and/or an independent contractor;

1.2.2 any reference to *employment* includes a contract of service or a contract for services between the Landlord and Tenant, whether the Tenant is an employee or an independent contractor;

1.2.3 *rent* has the meaning given to that term in section 2 of the RTA;

1.2.4 references to a *tenancy* means the Tenant's right to occupy the premises (whether exclusively or otherwise) in consideration for rent during the course of the Tenant's employment;

1.2.5 reference to the singular includes the plural and vice versa;

1.2.6 reference to a party includes a reference to that party's personal representatives and successors; and

1.2.7 headings will not be taken into account in the interpretation of this Agreement.

2. Confirmation of Service Tenancy

The parties agree that the provision of accommodation at the Premises under the Tenancy Agreement is concurrent with and exists solely for the purpose of the Tenant's employment with the Landlord and therefore such tenancy is deemed to be a Service Tenancy.

3. Termination of Service Tenancy

- 3.1 Subject to clause 3.2 below and in accordance with section 66U of the RTA, the Landlord may terminate the tenancy by providing 14 days' written notice to the Tenant to vacate the Premises if the employment has ended or either party has given notice to terminate the employment relationship.
- 3.2 If the employment relationship is terminated or the Tenant is transferred to another district, the Landlord may give written notice of less than 14 days' written notice to the Tenant to terminate the tenancy if:
- 3.2.1 The Landlord believes on reasonable grounds that the Tenant will cause substantial damage to the Premises if the Tenant is permitted to remain for 14 days; or
- 3.2.2 It is necessary for the conduct of the Landlord's business where the Tenant was employed that a replacement employee or independent contractor (**Replacement Worker**) be appointed within less than 14 days and no suitable alternative accommodation is available for the Replacement Worker.
- 3.3 No notice given in accordance with this clause 3 shall have effect to terminate the tenancy on a date preceding the date on which termination of employment, or as the case requires, the transfer of the employee takes effect.

4. Bond

- 4.1 The parties agree that the Landlord shall deduct the Bond from the Tenant's first set of wages concurrent with the commencement date of this tenancy. In accordance with section 66D(1)(a) of the RTA, the parties agree that the Tenant's bond will not be lodged with Tenancy Services.
- 4.2 Upon deduction of the Bond from the Tenant's wages, the Landlord shall immediately provide the Tenant with a signed written receipt stating:
- 4.2.1 the Premises to which the Bond relates;
- 4.2.2 the amount and nature of the Bond;
- 4.2.3 the date the Bond was paid; and
- 4.2.4 the name of the Tenant.
- 4.3 The Bond shall be held by the Landlord for the duration of the tenancy. Subject to clause 4.4 below, the Landlord shall refund the bond in its entirety to the Tenant upon termination of the tenancy.
- 4.4 Should the Tenant be in breach of any of its obligations under the Tenancy Agreement, the Landlord may retain out of the bond:
- 4.4.1 any unpaid rent owing to the Landlord under the tenancy; and
- 4.4.2 any other amount owing by the Tenant to the Landlord, such as (without limitation) costs associated with repairing damage attributable to the Tenant, replacing lost keys,

reimbursement for services provided by the Landlord, or unpaid gas, electricity, water, or telephone charges.

- 4.5 The Tenant understands that if the Landlord does not refund the bond or withholds more of the bond than the Tenant considers justified, then the Tenant may apply to the Tenancy Tribunal for an order.

5. Payment of Rent

In accordance with the Tenancy Agreement, the rent for the Premises is set at \$205/ \$230/ \$240 per week. Rather than the Tenant paying rent directly to the Landlord, the parties agree that the Landlord shall make a deduction of ~~\$205/ \$230/ \$240~~ per week from the Tenant's wages for the provision of the tenancy at the Premises.

6. Compliance with RTA and Severability

In the event of any conflict between a clause or provision of this Tenancy Agreement and the mandatory statutory requirements of the RTA, the provisions of the RTA shall prevail. Any conflicting clause in this Tenancy Agreement shall be severed and shall not affect the remaining provisions of this Agreement which shall remain in full force and effect.

DATE

2025

Signed by
Mariana Olivieri
 for and on behalf of
CONTINUUM HOTEL LIMITED
 as Landlord



 Signature

Signed by

as Tenant

Type text here

 Signature

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. Premier Property Onwers Package	Rothbury Insurance Brokers	\$ 500
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.

Burglary/Theft	excess \$500
All other Losses	\$250
Glass	\$100