



Merry  
Christmas

*Season's Greetings to you all from*



Specialised in tenancy debt collection industry for 18 years

We started Tenancy Information N Z – 13 years ago

now the most comprehensive tenant checking and rating system

[www.tinz.net.nz](http://www.tinz.net.nz)

## **Closure Dates**

Just to let you know that our offices will be closed the usual stat holidays albeit with the likelihood that there will be odd times to Friday 6 January 2012 that we might not be in the office.

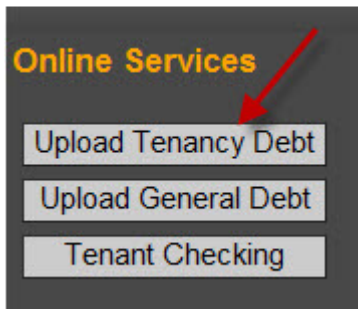
We will definitely not be working Saturday 7 January until Monday 23 January 2012

## **You can still instruct us by the following options**

- After you lodge a default on Tenancy Information N Z (where they pay you to lodge defaults) – the system now offers you the option to fill out a form – it is already partially completed from the

information you gave TINZ. You can attach a photo and scanned documents to this form

- Go straight to our website [www.cia.co.nz](http://www.cia.co.nz) and on the right hand side of every page on the website you will find the same form by clicking on the “Upload Tenancy Debt” button



- Realbase Palace customers – you can download a form into your software which automatically downloads all the information out of your property management software into it so you can send that by email to [admin@cia.co.nz](mailto:admin@cia.co.nz)

## **Adding Collection Costs**

We are still concerned that our customers are not using last year’s amendments to the Residential Tenancies Act where you can get an order to include our collection costs. There shouldn’t be any worries about getting a collection company to collect your tenancy debt on any option we offer as the tenant pays the cost if you have a clause in your tenancy agreement.

Why should you or your landlord pay our costs. [To see more](#)