

Tenancy Application Form:

To complete and submit this form you must have already inspected the property inside and out. Should there be more than one applicant a separate application form should be completed for each applicant. For your application to be processed you must answer all questions (including the reverse)

By applying for this property, the applicant acknowledges that they have inspected the property and agree that the property is being let in its present state and condition Yes / No

The applicant agrees to take the premises in the condition it was in at the time of inspection (minus prior tenant personal effects) with no alteration, additions or extras provided by the landlord unless agreed to by all parties prior to the signing of any tenancy agreement Yes / No

<div style="background-color: #f2f2f2; padding: 2px;">A. AGENT DETAILS (To be completed by agent)</div> <p style="text-align: center; font-weight: bold; margin-top: 10px;">Company Name: The Locals Ltd: Ray White</p> <p>Address: 437 New North Road, Kingsland, Auckland Phone no. 09 815 9008 Fax no. 09 815 9004 Email address: rentals@thelocals.co.nz</p> <div style="background-color: #f2f2f2; padding: 2px; margin-top: 10px;">B. PROPERTY DETAILS</div> <p>1. What is the address of the property you would like to rent? <input style="width: 100%; height: 20px;" type="text"/></p> <p>2. Lease commencement date? <input style="width: 40px; height: 20px;" type="text"/> Day <input style="width: 40px; height: 20px;" type="text"/> Month <input style="width: 40px; height: 20px;" type="text"/> Year</p> <p>3. Lease term? <input style="width: 40px; height: 20px;" type="text"/> Day <input style="width: 40px; height: 20px;" type="text"/> Month</p> <p>4. How many people will normally occupy the property? <input style="width: 40px; height: 20px;" type="text"/> Adults <input style="width: 40px; height: 20px;" type="text"/> Children</p> <p>5. Ages of Children _____</p> <div style="background-color: #f2f2f2; padding: 2px; margin-top: 10px;">C. DECLARATION</div> <p>I the applicant hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rent in advance, a letting fee and a rental bond, and that this application is subject to the approval of the owner/landlord.</p> <p>I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.</p> <p>I acknowledge that I will be required to pay the rent amount of \$_____ per week.</p> <p>Signed: _____ Dated: _____</p> <div style="background-color: #f2f2f2; padding: 2px; margin-top: 10px;">D. PERSONAL DETAILS</div> <p>6. Please give us your details</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Mr</td> <td style="width: 20%;">Ms</td> <td style="width: 20%;">Miss</td> <td style="width: 20%;">Mrs</td> <td style="width: 20%;">Other</td> </tr> <tr> <td colspan="2">Surname</td> <td colspan="3">Given name/s</td> </tr> </table> <p>_____ Date of Birth ____/____/____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Driver's license no. <input style="width: 100%; height: 20px;" type="text"/></td> <td style="width: 50%;">Driver's license version <input style="width: 100%; height: 20px;" type="text"/></td> </tr> <tr> <td>Passport no. <input style="width: 100%; height: 20px;" type="text"/></td> <td>Passport country <input style="width: 100%; height: 20px;" type="text"/></td> </tr> </table> <p>7. Please provide your contact details</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Home phone no. <input style="width: 100%; height: 20px;" type="text"/></td> <td style="width: 50%;">Mobile phone no. <input style="width: 100%; height: 20px;" type="text"/></td> </tr> <tr> <td>Work phone no. <input style="width: 100%; height: 20px;" type="text"/></td> <td>Fax no. <input style="width: 100%; height: 20px;" type="text"/></td> </tr> </table> <p>Email address _____</p> <p>Current Address _____</p>	Mr	Ms	Miss	Mrs	Other	Surname		Given name/s			Driver's license no. <input style="width: 100%; height: 20px;" type="text"/>	Driver's license version <input style="width: 100%; height: 20px;" type="text"/>	Passport no. <input style="width: 100%; height: 20px;" type="text"/>	Passport country <input style="width: 100%; height: 20px;" type="text"/>	Home phone no. <input style="width: 100%; height: 20px;" type="text"/>	Mobile phone no. <input style="width: 100%; height: 20px;" type="text"/>	Work phone no. <input style="width: 100%; height: 20px;" type="text"/>	Fax no. <input style="width: 100%; height: 20px;" type="text"/>	<div style="background-color: #f2f2f2; padding: 2px; margin-top: 10px;">E. OTHER OCCUPANTS</div> <p>8. Name all other occupants that will reside at the property:</p> <p>1) Surname and Given name/s, Age and Occupation _____</p> <p>2) Surname and Given name/s, Age and Occupation _____</p> <p>3) Surname and Given name/s, Age and Occupation _____</p> <p>4) Surname and Given name/s, Age and Occupation _____</p> <div style="background-color: #f2f2f2; padding: 2px; margin-top: 10px;">F. PRIVACY STATEMENT and DECLARATION</div> <p>We are an independently owned and operated business. We are bound by the Privacy Act 1993. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information from your previous landlords or letting agents, your current employer and referees. We will also check whether any details of tenancy or credit defaults by you are held on a tenancy and credit database. Your consent to us collecting this information is set out below.</p> <p>We may disclose personal information about you to the owner of the property to which this application relates. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting us</p> <p>If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.</p> <p>If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. If this application is not successful, there is no obligation for our agency to provide you (the applicant) with reasons.</p> <div style="background-color: #f2f2f2; padding: 2px; margin-top: 10px;">APPLICANT DECLARATION</div> <p>I, the Applicant, acknowledge that I have read the Privacy Statement above and I authorise The Locals Ltd to both collect and disclose the personal information about me as stated above:</p> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 50%;">Signature:</td> <td style="width: 50%;">Date:</td> </tr> <tr> <td style="border: 1px solid black; height: 30px; text-align: center; vertical-align: middle;">X</td> <td style="border: 1px solid black; height: 30px;"></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Property Managers Name: @thelocals.co.nz </div> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 5px; vertical-align: top;"> Available Date: Minimum Term: Rent: Bond: Letting Fee: White ware Other Chattels Lawns / Gardens: Water: </td> <td style="width: 50%; border: 1px solid black; height: 150px;"></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px; font-weight: bold;"> PLEASE NOTE: Photo ID must be provided with all applications. </div>	Signature:	Date:	X		Available Date: Minimum Term: Rent: Bond: Letting Fee: White ware Other Chattels Lawns / Gardens: Water:	
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G. APPLICANT HISTORY

9. How long have you lived at your current address?

Years Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Landlords Email Address

Was bond refunded in full?

If not why not?

	Yes	No
Have you ever been evicted by any landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused another property?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any reason that would affect your rent payment?	<input type="checkbox"/>	<input type="checkbox"/>

12. What was your previous residential address?

13. How long did you live at this address?

Years Months

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Landlords Email Address

H. EMPLOYMENT INFORMATION

15. Are you a student? Yes / No

16. Please provide your employment details

What is your occupation?

17. What is the nature of your employment: FULL TIME/ PART TIME/ CASUAL

18. Employer's name or Business Name if self employed

Employer's Email Address

Contact Person

Phone no.

Length of employment

Weekly Nett Income

Years Months

I. CONTACTS / REFERENCES

19. Please provide a contact in case of emergency

Surname and Given name/s

Contact Details : address and phone number

Relationship to you

20. Please provide two personal references (not related to you). Please ensure each has agreed for you to nominate them as a referee and names must be given that can be collected during business hours.

1. Surname

Given name/s

Relationship to you

Contact Details : address and phone number

2. Surname

Given name/s

Relationship to you

Contact Details : address and phone number

J. SELF EMPLOYED – PLEASE PROVIDE BUSINESS REFERENCES

21. Accountants name and address

Contact name

Phone no.

Your business name and registered address

Your businesses physical address and website

K. OTHER INFORMATION

22. Car Registration / Make / Model

23. Please provide details of any pets:

Breed / type

Council registration / number