

## Tenancy Application

TO BE COMPLETED BY EACH APPLICANT

TICK ONCE COMPLETE ☒

### Property Details

Address Of Rental Property  Weekly rent   
When can you take the property from?  /  /  How long do you wish to take the property for?

### Tenant 1 Details

Name  FIRST  MIDDLE  LAST   
Phone  Mobile   
Licence  Version (5b)  **OFFICE USE**  
Photocopy taken ☐  
DOB  /  /  **IMPORTANT!** ☐  
Email

### Tenant 2 Details (Partner)

Name  FIRST  MIDDLE  LAST   
Phone  Mobile   
Licence  Version (5b)  **OFFICE USE**  
Photocopy taken ☐  
DOB  /  /  **IMPORTANT!** ☐  
Email

### Contacts and References Section

By supplying referees, I agree to you contacting them.

#### PERSONAL

#### Personal referees

Name  Phone  Relationship   
Name  Phone  Relationship   
Name  Phone  Relationship   
Name  Phone  Relationship   
Name  Phone  Relationship

#### WORK / WINZ

#### Current Employment referees

Employer  Phone  Income P/W \$   
Contact  Occupation   
Time With Employer  Years  Months WINZ No   
Address

#### ADDRESS / LANDLORD

#### Current Address and Landlord/Property Manager referee

Address   
Time At Address  Years  Months. Reason For Leaving   
Landlord  Phone

#### Previous Address and Landlord/Property Manager referee

Address   
Time At Address  Years  Months. Reason For Leaving   
Landlord  Phone

## Applicant Requirements

Garaging - ☐ Car/s Bedrooms - ☐ Fencing - ☐ Fully ☐ Partially ☐ No Fencing  
☐ Number of adults ☐ Number of children under 18 Ages  /  /  /  /  /

## Applicant History

Have you ever had a tenancy terminated before?

☐ Yes ☐ No (Please tick). If yes, please provide details

How much do you owe to finance companies \$

Have you ever had money deducted from your bond?

☐ Yes ☐ No (Please tick). If yes, please provide details

How much do you owe to a Landlord/PM \$

**Motor Vehicles** - Will you be parking a motor vehicle on the property? ☐ Yes ☐ No If yes how many?

Registered Owner	Make	Model	Colour	Registration	Finance Company
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Chattels, Pets and Smokers

**Pets** - Do you have a pet? ☐ Yes  Type ☐ No

**In the event of an emergency** who would you like us to contact?

Name

Phone  Relation

**Smoking** - Are any occupants smokers? ☐ Yes ☐ No

**Age** - If you're under the age of 18 are you married? ☐ Yes ☐ No

**Do you own any chattels?**

Fridge, whiteware, beds etc. **Total value** \$

**Letting Fee** - If you enter a tenancy agreement with us, we will charge you  weeks rent plus GST as a letting fee.

## Applicant Consents

I agree to the collection, use and disclosure of my personal information for the following purposes:

- Checking any of the details contained in this application form with third parties including any tenant information database and the New Zealand Transport Authority.
- Making enquiries with third parties in relation to my creditworthiness, including any credit reporting agency.
- Placing any of the information regarding my identity supplied on this application form on a national online database.
- Using any of the information contained on any Tenancy Tribunal Order to assist the enforcement of any unsatisfied Money Order made against me by listing details of the order on an online national database.
- Using any of the information on this application form to assist in the enforcement of any unsatisfied Order made against me by the Tenancy Tribunal.
- Debt recovery purposes including appointing an agent to collect any outstanding debts and listing defaults with any credit reporting agency.
- Checking the Ministry of Justice fines database. This may be undertaken by a credit reporting agency on our behalf which will require my personal information to be collected by and disclosed to the credit reporting agency.

**I understand that any credit reporting agency to whom you may disclose my personal information may:**

- hold that information on their credit reporting database;
- use that information for the purpose of credit reporting or for any other lawful purpose;
- disclose that information to their subscribers for the purpose of credit checking or debt collection of for any other lawful purpose.

I understand that if I have provided to you driver licence information that the provision of this information was voluntary.

I confirm the information in this form is true and correct and that I have read and signed the Cautions under the Privacy Act 1993.

I agree that if I enter a tenancy agreement then this application will form part of the tenancy agreement. Cautions provided pursuant to the Privacy Act 1993 and other information before applying for a residential tenancy. I also agree to pay letting fee on entering premises.

**In Terms of the Privacy Act 1993 you are given notice that:**

1. Requests information - this application form asks you to provide personal information and
2. Purpose of collection - the information collected on this form is required so that the landlord is better able to assess whether you would be the best applicant on merit for the tenancy and to record limited information contained in the application form on a web-based database. The limited information concerns your identity and your last known address. This information is required to assist the landlord in locating you to enforce any unsatisfied money order made by the Tenancy Tribunal.
3. Recipient of information - the information is provided by you to the Owner/Landlord/Agent/Property Manager.
4. Sight information - I/we advise you that you have the right to see the information I/we hold about you.
5. Correct information - to correct that information if it is incorrect in accordance with the Privacy Act 1993.
6. Holding information - if you do not enter a tenancy agreement with the landlord referred to on this application form, the application form will be destroyed.
7. Uses of information - you are advised that some information relating to your identity and last known address may be supplied to a national web-based database.

**Other information drawn to your attention:**

By completing this form you evidence the fact that you are applying to rent a residential house/flat/apartment, and -

You are further advised that: If you do not supply all the information requested (other than the driver licence information) in this application form you may not be considered as the best applicant for the rental property or properties available.

**PLEASE NOTE:** A separate completed application form is required for each person who proposes to enter a tenancy agreement.

**How did you hear about us?** - ☐ Internet ☐ Radio ☐ Referral ☐ Newspaper ☐ Other

## Notes

Signature of applicant 1

Date  /  /

Signature of applicant 2

Date  /  /

Signature of Landlord

Date  /  /