

 MANDATORY FIELDS

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 NAMES 
 LAST 
Phone Mobile 
Licence  Version (5b)  OFFICE USE
Photocopy taken ☐
DOB / /  IMPORTANT! ☐
Email

Tenant 2 Details (Partner)

Name FIRST NAMES
 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 

WINZ

WINZ No Income P/W \$

WORK Current Employment referees

OR

Employer Phone Income P/W \$
Contact Occupation
Time With Employer Years Months
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

Pets, Smokers, and Age

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

Smoking - Are any occupants smokers? ☐ Yes ☐ No

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

Emergency Contact / Alternate Address for service

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

Name

Phone Relation

Address

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

Notes

Applicant Consents

I agree to the collection, use and disclosure of my personal information for the following purposes and warrant that I have supplied all information on this form freely including my drivers licence details and passport details.

I agree that any information found through any third party databases, that relate to me, can also be used for the purposes outlined in this application.

Recipient of information - the information is provided by you to the Owner/ Landlord/Agent/ Property Manager.

Purpose

The purpose for the collection of my information is:

- To perform background checks, reference checks and credit checks to assess if I am the best applicant on merit. I consent that my personal information including debts may be discussed with any personal or work referees
- To add my information to any background, reference and credit checking database
- To check the Ministry of Justice fines database
- For debt collection purposes
- To check the Personal Properties Securities Register
- To verify my passport details
- To check and update any credit bureau.

Information Provided

The information provided on this form and any information found through the background check, reference check and credit checking process may be passed onto an agent and entered into third party databases, inclusive of any credit reporting databases. Subscribers to the databases will have access to my information and use that information for the purpose of credit reporting or for any other lawful purpose including debt collection.

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. I agree to pay a letting fee upon entering the premises.

Signature/s of applicant/s

Date / /