

## Tenancy Application Ray White Timaru

### Applicant Information

First Name:		Emergency contact:	
Middle Name:		Emergency contact phone number:	
Surname:		Their relationship to you:	
What date would you prefer to begin a tenancy:     /     /		What length tenancy would you prefer (please circle): 3 months    6 months    12 months    Other (please specify):	
<b>Address of property you are applying for:</b>			
Date of birth:     /     /	Mobile:	Phone:	
Email:			
Driver Licence Number (5a):		Driver Licence Version (5b):	
Country of Origin:	Passport No:	Passport Country:	
Are you a NZ Citizen or Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you hold a gun licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Income Details

Total average pre-tax income per week: \$	
Are you receiving a benefit:  (If so please fill in details to the right)	Benefit Type:  Benefit Number:
What is your main source of income?	
Do you receive any other sources of income (such as investment income)?  (If so, please detail these below): - -	

### Current Address Details

Current Address:  <i>Please include flat number, street number, street name, suburb, city (and country if outside NZ).</i>
Please circle below to indicate if you own, rent or board at this property: <ul style="list-style-type: none"> <li>- Owner</li> <li>- Rent</li> <li>- Board</li> <li>- Other (Please specify):</li> </ul>
How long have you lived at this property? ____ Years and ____ Months
Why are you leaving this property?
Name of property owner or property manager: <i>(This cannot be a flatmate or head tenant.)</i>
Contact phone number for owner or property manager:

## Previous Address Details

Previous Address:

*Please include flat number, street number, street name, suburb, city (and country if outside NZ).*

Please circle below to indicate if you owned, rented or boarded at this property:

- Owned
- Rented
- Boarded Other

(Please specify):

How long did you live at this property? \_\_\_\_\_ Years and \_\_\_\_\_ Months

Why did you leave this property?

Name of property owner or property manager for this property:  
(This cannot be a flatmate or head tenant.)

Contact phone number for owner or property manager for this property:

## Employment Details

*If you are not currently employed please fill in the details for your latest employment. If you are self-employed, please fill in the Self-Employment Details section.*

Occupation:

Company/Organisation Name:

Contact name:  
(Manager/HR)

Contact number:

Length of employment: \_\_\_\_\_ Years and \_\_\_\_\_ Months

Average hours per week:

## Previous Employment Details

*If you have been with the employer above for LESS THAN TWO YEARS, please provide details of your employment prior to that.*

Occupation:

Company/Organisation Name:

Contact Name:  
(Manager/HR)

Contact Number:

Length of employment: \_\_\_\_\_ Years and \_\_\_\_\_ Months

Average hours per week:

Why did you leave this job:

## Self-Employment Details

Company/Organisation Name:
How long have you owned this business: _____ Years and _____ Months
Business type: (e.g. accounting)
Business address:
Position held:
IRD number:
Accountant name:
Accountant contact:

## Study Details

<i>If you are currently studying please fill in this section.</i>	
What are you studying: (Name of the course)	
Institution where you are studying:	
Length of course:	Student ID number:
Campus contact:	

## Pets, Smoking & Occupants

Do you have a pet or pets? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If yes, please fill out a Pet Application form &amp; attach to your Tenancy Application.</b>			
How many people in total would be living at the property (including you) if your application is successful:			
Please state the names and ages of any occupants under 18 years of age:			
Name	Age	Name	Age
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Motor Vehicle Details

Please record the details of all vehicles to be parked at the property.				
Registered Owner	Make	Model	Colour	Registration

## Applicant History

Do you currently have contents or renters insurance?  Yes  No

If yes, provide details:

Agency:	Policy #	Phone #
---------	----------	---------

Address:	Email:
----------	--------

Do you currently have liability insurance?  Yes  No

If yes, provide details:

Agency:	Policy #	Phone #
---------	----------	---------

Address:	Email:
----------	--------

Have you ever lodged an insurance claim?  Yes  No

If yes, provide details:

Is there any existing circumstances that may affect your rent payment?  Yes  No

If yes, provide details:

Have you ever had a tenancy terminated before?  Yes  No

If yes, provide details:

Have you ever had money deducted from your bond?  Yes  No

If yes, provide details:

Are you in debt to another lessor or agent?  Yes  No

If yes, provide details:

Have you ever been charged for a criminal offence?  Yes  No

If yes, provide details:

Are you awaiting trial for a criminal offence?  Yes  No

If yes, provide details:

## Applicant Acknowledgement

Do you accept the property in its current condition?  Yes  No

*By selecting yes you are acknowledging that you accept the property in its current condition and no unreasonable requests for modifications will be made if you are accepted, other than urgent & necessary repairs reasonably required to keep the property safe and law compliant during the term of your tenancy.*

If no, provide details on modifications / requests required for the property to suit you:

*Please note that modifications / requests prior to or during the course of the tenancy may not be able to be accommodated and are at the discretion of the Landlord (other than urgent & necessary repairs).*

## 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 driver's license details and passport details. I agree that any information found through any third party databases that relates 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 allow the Landlord to add a review to a tenancy review database that can then be viewed by other companies and/or Landlords
- To check the Ministry of Justice fines, Tenancy Tribunal, District Court, High Court, Court of Appeal, Supreme Court, Department of Parole, and New Zealand Police databases
- For debt collection purposes
- To check the Personal Properties Securities Register
- To verify my passport details via the Department of Internal Affairs
- To check and update a credit bureau
- To update the Tenant check system.

### 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 agree that I have been advised that I have the right to see the information that you hold about me, and to have any information held corrected if it is in error. 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.

### In terms of the Privacy Act 1993, you are given notice that:

- Requests information- this application form asks you to provide personal information and
- 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.
- Sight information - I/we advise you that you have the right to see the information I/we hold about you.
- Correct information - to correct that information if it is incorrect in accordance with the Privacy Act 1993.
- 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.
- 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 adult (18 years and over.)

This application constitutes your agreement to pay Michelle Greer Real Estate Ltd (T/A Ray White Timaru) a letting fee of one week's rent plus GST should the application be successful.

## Signatures and Alternative Address

Please supply an alternative address below, this must be a physical address. This is where mail will be sent after the tenancy ends and we don't have a forwarding address or if we cannot locate you for any reason:

Include the flat number, street number, street name, suburb, city (& country if outside NZ). THIS MUST BE PROVIDED.

Signature of Applicant:

Date of Application:        /        /

Is there anything else you would like to note or tell us about?



## Application Checklist

Have you filled in each section completely?        *Incomplete applications cannot be processed.*

Have you attached a copy of your ID?

Have you attached separate applications for each person over the age of 18?

If you have a pet or pets, have you filled in & attached a Pet Application?

### Step One – Fill in the application form

- A separate form must be completed for each person that will be living at the property and is over the age of 18 years.
- A Pet Application form must be completed for pet(s) that will be living at the property.
- All application form(s) must be completed in full. **We do not process incomplete forms** so if you do not provide the required information your application will not proceed. If you are unsure about any of the questions, call or email us rather than leaving a blank space.
- Each application must be accompanied by one form of photo ID. A New Zealand drivers licence or passport is preferred. **There are various ways of getting us a copy of your ID** – you can email a copy, fax a copy, let us make a photocopy in the office, or take a photo of the ID on your phone and text it to 027 688 6277.

### Step Two – Submit your application form(s)

- You can submit your form to our office at 32 Church Street in Timaru, between 8.30am and 5pm, Monday to Friday.
- Forms can also be submitted via email to [rentals.timaru.nz@raywhite.com](mailto:rentals.timaru.nz@raywhite.com) or by fax to 03 684 4072.
- Please remember that photo ID is required along with your application.

### Step Three – Processing your application

- Once your application form(s) have been completed **in full and with photo ID supplied**, the property manager will begin processing the forms. This may take up to five working days.
- Once all applications for the property have been processed, we will confirm with you whether or not your application has been successful. If it has been unsuccessful you will receive email confirmation of this.
- **If your application is successful and we offer you the property, you will need to pay a holding fee of one week's rent. Once you sign the tenancy agreement this will become your first week's rent in advance. If you do not sign the agreement, the fee is not refundable. The property will be advertised until the fee is paid.**