

# Tenancy Application Form



Please complete this form to apply for tenancy through the Landmark Rental Centre. The information you provide is for applying for tenancy and will be used for credit and reference checks. Your privacy is protected under the Privacy Act 1993.

## Applicant Details

A separate application form is required for each tenant over the age of 18.

Full name:		Date of birth:	
Phone number:		Mobile Phone:	
Email address:		Smoker:	YES / NO
Current Address:			
Time there:		Tenancies terminated in the past:	YES / NO
Reason leaving:			

## Identification

Please provide a copy of one form of photo ID, such as your driver licence or passport or two forms of non-photographic ID such as a community services card or birth certificate.

ID Number(s):		Version No.: (for diver licence)	
Registration No.:		Vehicle Type: (make and model)	

## Contacts and References

Please provide contact details for your current landlord, if applicable, and two other referees. Referees **CANNOT BE FAMILY MEMBERS, FRIENDS OR PEOPLE YOU INTEND TO HAVE LIVING WITH YOU**. Referees **CAN** be an employer. Landmark will contact these people for a reference.

Landlord Name:			
Phone number:		Email:	
Referee Name 1:			
Association:			
Phone number:		Email:	
Referee Name 2:			
Association:			
Phone number:		Email:	

Employment details					
Employer:		Phone number:			
Time there:		Job description:			
If you are currently receiving your income from Work and Income New Zealand, please provide details of your benefit.					
Benefit type:		Client Number:			
Case Manager:					
Family Details					
Spouse/Partner:					
Names of children who live with you:				Dates of birth:	
Animal Type	Name	Breed	Inside/ Outside	Age	Registration (Dogs Only)
Emergency Contact					
Name:					
Address:					
Phone number:		Mobile Phone:			
Email address:					
Property Requirements					
Desired areas:					
Bedrooms:		Garaging:			
Move in date:		Price per week:			

## Privacy Statement and Terms and Conditions

I authorise Landmark Real Estate West Coast Limited to:

- Collect, retain and use the information contained in this form
  - to assess my eligibility as a tenant
  - for the purpose of assessing my creditworthiness
- Disclose information about me, whether collected from me directly or from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference.
- To collect information and provide it to a tenant default database and/or credit bureau, should I enter into a tenancy agreement and fail to comply with the terms of the agreement.

I consent or agree to Landmark Real Estate West Coast Limited:

- Using any of the information on this application form to enforce any judgement in respect of the tenancy agreement or in respect of any order against me by the Tenancy Tribunal.
- Providing information in this form and details of any proven breach of my tenancy agreement or of the Residential Tenancies Act 1986 to any credit bureau or tenant default database and acknowledge that the information may then be made publicly available through credit bureau or tenant default databases.
- Providing any assessment regarding my fulfilment of basic tenant responsibilities to an internet based tenant reference website where the assessment will be about:
  - Payment of rent
  - How tidy the dwelling and grounds have been kept
  - If the tenants were considerate toward neighbours
  - If the dwelling and grounds were left clean and tidy at the end of the tenancy
  - If tenants have been declined a tenancy for any reasons
- If for any reason I am declined this tenancy for reasons of a bad credit history or Tenancy Tribunal orders against me, placing this information on a tenancy database.

I understand that:

- That failure to supply all the information requested in the Tenancy Application form may mean that I will not be considered for a tenancy.
- If I am declined a tenancy for reasons of a bad credit history or Tenancy Tribunal orders against me, this information may be placed on a tenancy database.
- Under the privacy Act 1993, I have the right to ask for a copy of all information held about me and have the right to request the correction of any incorrect information.

I confirm that the information in this form is true and correct and that I have read the Privacy Statement and Acceptance information stated above.

Signed by:

Date:

**Landmark Real Estate West Coast Ltd Licensed Under REAA (2008)**

## Tenant Interview, Reference and Credit Check Section

This section is for the use of rental centre staff and is not to be completed by the applicant.

### Applicant Details

Aliases:

Other Information:

### Property Requirements

For additional information on applicant property requirements and/or properties viewed.

### Reference Checks

Record information gained during a phone interview with the tenant's referees.

Landlord:

Referee 1:

Referee 2:

### Credit Checks

Record information from the TINZ credit check on the applicant