

# Tenancy Application Form

This information is required for the purposes of assessing your eligibility as a tenant. One form should be completed for every intending adult tenant. All sections of this form must be completed in full before the application can be processed.

Address applying for: \_\_\_\_\_ Rent offered: \_\_\_\_\_

\_\_\_\_\_ Move in date: \_\_\_\_\_

Have you viewed inside this property: **YES / NO** If YES when did you view: \_\_\_\_\_

Do you accept to rent the property in its current condition? **YES / NO** \_\_\_\_\_

You are advised the landlord may test for Methamphetamine before/during/after tenancy. \_\_\_\_\_

## PERSONAL DETAILS

Full Name: \_\_\_\_\_ Male/Female DOB: / / \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work ph: \_\_\_\_\_ Email: \_\_\_\_\_

DL number: \_\_\_\_\_ DL Version code (5b): \_\_\_\_\_

Car Registration: \_\_\_\_\_ Make; Model: \_\_\_\_\_

## GENERAL INFORMATION

Current Landlord/Agent: \_\_\_\_\_ Can we call them for a reference: **Y/N**

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Length of time living here: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_ Current rent: \_\_\_\_\_

How long do you wish to rent the applicant property: \_\_\_\_\_

Smoker? Yes/ No \_\_\_\_\_ Pets: Yes / No \_\_\_\_\_

Pets type: \_\_\_\_\_ Dog Breed: \_\_\_\_\_

Have you ever had bond withheld or any tribunal orders made against you? **Yes / No**

If yes why: \_\_\_\_\_

## EMPLOYMENT

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Time there: \_\_\_\_\_ Job description: \_\_\_\_\_

If currently receiving income from Work & Income New Zealand please provide your customer number: \_\_\_\_\_

Benefit type: \_\_\_\_\_ Customer No. \_\_\_\_\_

## CONTACT/REFERENCES (I/We require two contact names & details Landlords preferred – they cannot be family members nor people you intend to have living with you)

Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Ph: \_\_\_\_\_ Relationship: \_\_\_\_\_

## OTHER OCCUPANTS (all applicants 18 years and older must complete)

Please list other persons who will be living with you at the property.

1. \_\_\_\_\_ Relationship: \_\_\_\_\_

2. \_\_\_\_\_ Relationship: \_\_\_\_\_

3. \_\_\_\_\_ Relationship: \_\_\_\_\_

**ADDRESS OF SERVICE:** (A contact address of a relative or friend in New Zealand who does not live with you)

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Name	Relationship
Address	Phone

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**Do you want us to organise your utilities to be connected for you? Yes / No**

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**Privacy Act 1993 Statement**

This application form collects personal information about you.

This information is required for the purpose of:-

- ✓ Assessing your eligibility as a tenant;
- ✓ Collecting information which may be provided to a tenant default database and/or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement;
- ✓ Being retained within our office;
- ✓ Being made available to credit bureaux and/or tenant default databases and will be accessible to other people that may inquire of this credit bureaux and/or tenant default database;
- ✓ Failure to supply all the information in this form means you may not be considered for my/our tenancy(ies)
- ✓ You have a right to see the information held about you by any credit bureau or tenant default database and to correct that information in accordance with the Privacy Act.

**Acceptance**

1. I consent to you making any type of reference, verification or credit check including an online TINZ/Centrix/Veda check and associated databases.
2. I consent to you providing the 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.
3. I acknowledge that the information may then be made publicly available through credit bureau or tenant default databases if I have given anyone my authority to do checks on these credit bureaux or tenant default databases or their checks otherwise conforms to the terms of the Credit Reporting Privacy Code 2004.
4. I agree that you may use any of the information on this application form to enforce any judgment in respect of the Tenancy Agreement or in respect of any order against me by the Tenancy Tribunal.
5. I agree that an identification photo and an assessment regarding my fulfilment of basic tenant responsibilities may be added to an internet based tenant reference website. This assessment will be about how I/We performed regarding:
  - payment of rent;
  - keeping the dwelling and grounds tidy;
  - being considerate towards neighbours;
  - keeping and leaving the dwelling and grounds tidy;
  - if we are declined a tenancy – for any reason;
  - Any verbal or physical threats;
  - Any illegal use or manufacture of drugs within the tenancy;
6. I agree that if I am declined this tenancy for reasons of a bad credit history or Tenancy Tribunal orders against me, I am aware that this may be placed on a tenancy database.
7. I confirm the information in this form is true and correct and that I have read the Privacy Act Statement as stated above.

**IMPORTANT INFORMATION**

We do not accept cash/eftpos/cheques at the office for rent or bond payments. All rent must be paid by automatic payment, or direct deposit, this will be a condition of your Tenancy Agreement. Should you be accepted, you will be required to pay the full bond at the signing of your Tenancy Agreement. The first weeks rent and Letting fee (if applicable) must be paid before your move in date.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_