

## TENANCY APPLICATION FORM

All applicants over 18 years must complete a form. We do not allow subletting.

An application may take up to 3 working days to complete.

### Property Details

Property Address:	Rent Amount:
Preferred Date to Occupy:	
Preferred Term: Fixed Term 12 months / Fixed Term 6 months / Periodic (circle one)	
How many people will occupy the property: ____ Adults and ____ Children (under 18 years)	
What pets do you have?	
How did you hear about this property?	

### Applicant Details

First Name:	Surname:	
Date of Birth:	Male/Female (circle one)	
Number of children living at the property:	Ages:	
Phone (Mobile):	Phone (Work):	
Email Address:		
Drivers Licence:	Version Number:	(attach a copy)
If you do not have a driver's licence, please supply your passport or 18+ card number (attach a copy)		
How many vehicles at the property?	Are they all registered? YES / NO (circle one)	
Smoker: YES / NO	Have you been to Tenancy Court: YES / NO	Criminal Record: YES / NO
If yes to any of the above, please explain further:		

### Income Details

Employer (company):	Occupation:
Employer Name:	Employer Phone:
Time with Employer:	Income P/W:
Nature of Employment: Full time / Part Time / Casual / Seasonal (circle one)	
WINZ Number:	Benefit Type:
WINZ Income P/W:	
Do you get a Student Allowance? YES / NO (circle one) Allowance amount P/W:	

**Emergency Contact**

Name:	Phone:	Relationship:
Address:		

**Current Address**

Current Address:	
Weekly Rent:	Do you expect a full bond refund? YES / NO (circle one)
Time at Address:	Reason for leaving:
Landlord:	Landlord Phone:
Can we contact this person? YES / NO (circle one)	

**Previous Address**

Previous Address:	
Weekly Rent:	Did you get your full bond back? YES / NO (circle one)
Time at Address:	Reason for leaving:
Landlord:	Landlord Phone:
Can we contact this person? YES / NO (circle one)	

**References – no family members or friends**

Name:	Phone:
How do you know them?	
Name:	Phone:
How do you know them?	

**Applicant's Consents**

<p>I authorise the Landlord/Property Manager to:</p> <ul style="list-style-type: none"><li>• collect, retain and use this information for assessing my creditworthiness and suitability for the tenancy; and</li><li>• 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 report (which will involve the credit reporting agency providing information about me to the Landlord/Property Manager).</li></ul> <p>I understand that the credit reporting agency:</p> <ul style="list-style-type: none"><li>• may hold my information on their credit reporting database and use it for providing credit reporting services, and they may disclose my information to their subscribers for credit checking or debt collection; and</li><li>• as part of providing a credit report, may check the Ministry of Justice fines database for any overdue fines I may have.</li></ul> <p>Signature: _____ Date Signed: _____</p> <p>Under the Privacy Act 1993, you have the right to ask for a copy of all information held about you and have the right to request the correction of any incorrect information.</p>
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