

# TENANCY APPLICATION FORM



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## DETAILS OF PROPERTY YOU WISH TO APPLY FOR

Address: .....

Move In Date: .....

Length of Tenancy Required: .....

Total Number of Occupants: .....

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## PERSONAL DETAILS

Full name: ..... Tel (landline): .....

Current address: ..... Tel (mobile): .....

Number of children (if any) and ages: ..... Email: .....

Do you rent or own your own home? ..... Marital status: .....

How long have you lived there? ..... Date of birth: .....

Do you have any pets (if so, type)? ..... Nationality: .....

Do you have a criminal record? ..... Do you smoke? .....

Have you ever been summonsed by Tenancy Services? ..... Car make/model: .....

Why are you moving? ..... Car registration no: .....

If you are renting, what is the name of your current Landlord or Agent? .....

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## OTHER OCCUPANTS

Please list the names of the other occupants who will be living with you (*they will need to complete an application form also*)

1 ..... Relationship: .....

2 ..... Relationship: .....

3 ..... Relationship: .....

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## SOURCE OF INCOME

What is your main source of income? (i.e. Salary, wages, benefit, superannuation, savings, etc.) .....

Current Employer: ..... Contact Person: .....

Position held: ..... Tel (business): .....

Length of employment: ..... Fulltime / Part-time: .....

Usual Occupation: .....

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## PREVIOUS ADDRESS DETAILS (prior to above)

Address: .....

Did you rent or own these premises? ..... How long did you live there? .....

If rented, what was your Agent/Landlords Name? ..... Tel: (daytime): .....

Why did you leave? ..... Tel (mobile): .....

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**EMERGENCY CONTACT DETAILS / NEXT OF KIN: (must be in New Zealand)**

Name: ..... Relationship: .....  
Address: ..... Phone number: .....

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**REFERENCES**

- o Two references per person must be provided
- o A referee cannot be a relative or partner
- o A current or previous Landlord reference is most preferable
- o An overseas reference must be in writing

1. Name: ..... Tel (landline): .....  
Occupation? ..... Tel (mobile): .....  
Relationship to you? .....

2. Name: ..... Tel (landline): .....  
Occupation? ..... Tel (mobile): .....  
Relationship to you? .....

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**ATTACHMENTS**

1. If you are not an Australian or New Zealand Citizen, please ensure you attach a copy of your current Visa or Proof of Residency.
  2. A photocopy of your Drivers Licence or Passport must be attached.
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**HOW DID YOU FIND OUT THAT THIS PROPERTY WAS AVAILABLE FOR RENT?**

Please circle: Trademe Bayleys Website Lakes Weekly Bulletin Mountain Scene

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**TERMS & CONDITIONS:**

1. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
2. I consent to the information provided in this application being verified and a reference check on Tenancy Information New Zealand (TINZ), National Tenancy Database (NTD), a Credit Check at Veda Ltd and a Police Clearance by New Zealand Police being undertaken.
3. I consent that my personal details and an assessment regarding my fulfilment of tenants responsibilities may be added to an internet based website accessible by members (comprising of landlords) on a subscription basis. This assessment can only be used for the purpose of evaluating me for future tenancies. A tenants address details may be added to the site to assist other landlords in locating former tenants. Under the Privacy Act 1993 I have the right to see information held about me by any credit bureau or tenant database, and to correct it in accordance with the Privacy Act. If you wish to view any information we hold about you, send your request to Tenant Net, PO Box 12128, Rotorua; and NTD on (03) 9610 4996.
4. I agree that in the event of non-payment of rent to pay all collection and legal costs (calculated on a solicitor and own client basis) which may be incurred in recovering from you any overdue amount.
5. I confirm that I personally viewed the property and it was in a reasonably clean and tidy condition.

6. I agree to pay one week's rent upon this Application being approved in order to secure the property and understand that if I withdraw after my Application is approved, I will forfeit this rent. On acceptance of this application I agree to enter into a Tenancy Agreement to take the above residential premises for the agreed term and from the commencement date stated above and make rental payments, pay bond and letting fee as stated below:

Rent per week	=	\$ _____
Bond (4 weeks)	=	\$ _____
Letting fee (1 week + gst)	=	\$ _____

**IMPORTANT INFORMATION**

We do not accept cash/cheques/eftpos or credit cards in our office for payment of rent. All rent payments must be made by **Automatic Payment** only and will be a condition of your Tenancy Agreement. Should this application be accepted, you will be required to provide your bank account details at the time of signing your lease, otherwise the tenancy will not proceed. No personal cheques are acceptable.

I confirm the information provided in this Application Form is true and correct and that I have read and acknowledge the Terms and Conditions set out above.

Signature.....

Date: