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Pre-Tenancy Application Form

Note: Individual application forms are required for intended occupants over 18 years of age

Tenancy Details			
Property Address:			
Preferred commencement of tenancy Date:			Weekly Rent (\$):
Tenancy Type: Period Tenancy / Fixed Term		Length of Tenancy:	
Number of occupants: Number of Adults: Number and ages of children:		Name(s) of persons applying for property with you:	
Do any of the intended occupants smoke? (Please circle) Yes / No			
Have you viewed the property? (Please circle) Yes / No			
Applicant Information			
First name:		Middle name:	
Last name:		Gender:	Age:
Other Names you are known by (if applicable):			
Date of birth:			
Are you: (Please circle) NZ citizen / Permanent resident <i>Note: Please provide details if NO.</i>			
Email Address:		Home Phone:	
Mobile Phone:		Time you have this cellphone NO.:	Years Months
Current address:			
Attached Identification: Please attach a form of photo identification such as driver's license or Passport			
Driver license number:		Version number (5b):	
How many vehicles will be kept at the property? Please give details on Model and Registration Number (s):			
Are any pet(s) to be kept at the property? Yes / No		Have you rented a property with pets previously? Yes / No	
Have you ever had complaints about your pets? (Please circle) Yes / No If applicable, please give details:			
Details: Please include references for pets if applicable			
Type/Breed:	Age:	Sex:	Registration number:
Type/Breed:	Age:	Sex:	Registration number:
Employment Details			
Current Occupation:			
Basis of employment: (Please circle) Full time / Part time / Casual / Contract / Self-employed /			
Duration of employment:		Weekly household income (\$):	
Current employer:		Employer Address:	
Contact person:		Phone:	
Email:			
Self-Employed			

Business name:		Duration of self-employment:	
Is your company registered? (Please circle) Yes / No		Registration number:	
Account Name and contact details:			
Do you draw salary/wage? (Please circle) Yes / NO		If no, how do you intend to pay rent?	
Student Details			
Overseas Student? (Please circle) Yes / No		Visa Expiry Date:	
Which Institute do you attend?		Student ID number:	
Who is responsible for your rent payments?		If not yourself, please give details:	
WINZ			
Do you receive benefit? (Please circle) Yes / No		Will your rent be directly paid from WINZ? Yes / No	
WINZ number:		If yes, please attach a copy of the application form for rent to be paid direct from WINZ – this needs to be signed by yourself and the landlord/agent	
Tenancy History			
Have you ever had any Tenancy Tribunal Orders against you? (Please circle) Yes / No If yes, please state details:			
Have you rented a property before? Yes / No		Currently in debt to another landlord/agent? Yes / No	
Has your tenancy ever been terminated by a landlord/agent? (please circle) Yes / No If yes, please state why:			
Currently, are you: (Please circle) Renting / Boarding / Flatting / Living in own home / Other: _____			
How long have you lived at this address?			
Why are you leaving this address?			
Weekly Rent Paid (\$):		Bond (\$):	
Name of Landlord/ Agent:			
Phone number of Landlord / Agent:			
May I contact this person for a reference? (Please circle) Yes / No			
Previously, were you: (Please circle) Renting / Boarding / Flatting / Living in own home / Other: _____			
Previous address:			
How long had you lived at this address?			
Weekly Paid Rent (\$):		Bond refunded in full? (Please circle) Yes / No	
Bond (\$):		If no, please state why:	
Name of Landlord/ Agent:			
Phone number of Landlord / Agent:			
Emergency Contact			
Full name (of a person not residing with you):			
Address:			
Phone number:		Mobile Number:	Email:
Relationship:			
Additional Tenancy References (at least two)			
Please provide two non-familial referees I can contact. Please let them know I may be contacting them for a reference.			
Name and relationship to you		Email and Phone number	

Additional information you want to add to this application.

Privacy Disclosure:

I understand that by signing this form:

I give consent to the landlord/ property manager without the approval of the tenancy tribunal the authorization to:

- Collect, retain and use information in this application for the purposes of assessing my credit worthiness and suitability; and
- Check and make enquiries about the details of this application with third parties including tenant information databases, the NZ transport agency and credit reporting agencies; and
- Disclose information whether collected directly from me or from other sources to any other credit provider or credit reporting agency to
 - Assist enforcement of any unsatisfied orders and/or money orders made against me
 - Debt recovery purposes
 - Providing or obtaining credit reports which may involve the credit reporting agency providing information regarding me to the landlord/property manager

I acknowledge that the credit reporting agency may:

- Hold my information on their credit reporting database;
- Use such information for providing credit reporting services;
- Disclose my information to their subscribers for the purpose of credit checking or debt collection;
- Check the Ministry of Justice fines database for any overdue fine I may have as part of providing a credit report.

I understand that if I have provided Driver License information that the provision of this information was voluntary. 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. Cautions provided pursuant to the Privacy Act 1993 and other information before applying for a Residential Tenancy.

By completing this form you evidence the fact that you are applying to rent a Residential Property, and – You are further advised that: If you do not supply all the information requested (other than the Driver License information) in this application form you may not be considered as the best applicant for the rental property or properties available.

I, (full legal name) declare that I am over 18 years of age and that the information provided in this form is true and correct.

Signed

Date:

Supplementary Information

Please attach supporting documentation including:

- Colour photocopy of identification (passport or driver's license)
- Copy of student visa if not a New Zealand citizen
- A copy of WINZ application form if applicable
- Any written References
- Copy of last three payslips
- Any references and coloured photographs of pets