

Tenancy Application Form

*For your application to be processed, please ensure ALL sections are fully completed and signed.
 Every occupant over 18 years to complete*

APPLICANT Personal Details

Surname _____ First Names _____
 Previous Name/Other names used _____ Date of Birth _____
 Current Address _____
 Home Phone _____ Mobile Phone _____ Work Phone _____
 Email _____ Photo ID (copy attached) _____ Car Reg _____
 Occupation _____ Employer _____
 Are you a WINZ Beneficiary? Yes No If yes, WINZ Number _____

2nd APPLICANT or Spouse/Partner

Surname _____ First Names _____
 Previous Name/Other names used _____ Date of Birth _____
 Current Address _____
 Home Phone _____ Mobile Phone _____ Work Phone _____
 Email _____ Photo ID (copy attached) _____ Car Reg _____
 Occupation _____ Employer _____
 Are you a WINZ Beneficiary? Yes No If yes, WINZ Number _____

Names of all other occupants wishing to live at the address

Name _____ Age _____ Relationship to applicants _____
 Name _____ Age _____ Relationship to applicants _____
 Name _____ Age _____ Relationship to applicants _____

Are you a smoker(s)? Yes No

Do you have pets? Yes No If yes, list the number/type/breed of pets you have below:

Are your pets Inside Outside

Tenancy Application Form

Additional Address for Service

Next of Kin/Emergency Contact (NOT living with you)

Name _____ Relationship _____

Address _____ Phone _____

Current Rental/Property

How long have you lived at your current property? _____ Are you the Owner Tenant

Current Landlord: Name _____ Contact Phone Number _____

Reason for leaving current address? _____

Please show **all** previous addresses you have lived at in the last 2 years

Property Requirements

Type of Property House Flat Unit/Apartment

Preferred Area Whakatane Ohope Other (please state) _____

Number of bedrooms _____ Garaging Fencing Furnished

Other requirements, please state _____

Preferred Start Date: _____ Preferred Tenancy: Short Term Long Term

Maximum Rent per week you will pay \$ _____

I acknowledge that I have been advised that any property I rent may be tested for contamination during the tenancy. This includes but is not limited to testing for Meth.

References

We require **3 credit and 2 landlord** references. Please provide names and contact details of those able to provide a reference in support of your application (e.g. Current and past landlords / Employer / Credit Agency / Utility Company)

Please Note: Where you are using utility companies – please provide a copy of a recent account

DO NOT include family members:

Name _____ Contact/Phone _____ Type of ref (Landlord/Credit etc) _____

Name _____ Contact/Phone _____ Type of ref (Landlord/Credit etc) _____

Name _____ Contact/Phone _____ Type of ref (Landlord/Credit etc) _____

Name _____ Contact/Phone _____ Type of ref (Landlord/Credit etc) _____

Name _____ Contact/Phone _____ Type of ref (Landlord/Credit etc) _____

Tenancy Application Form

Do you consent to your email address being held on our database and to receive rental/sales mail outs? Yes No

PLEASE READ - submission of an application is your agreement to the following:

PRIVACY ACT 1993

For the purposes of the Privacy Act 1993:

1. This application form collects personal information about you.
2. This information is required to:
 - assess your eligibility as tenants and
 - collect information which would be provided to a tenant default database or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement. (A tenant default database records the names of persons who have been found to breach a tenancy agreement or the Residential Tenancies Act 1986 and Residential Tenancies Amendment Act 2010 by the Tenancy Tribunal).
3. The information in this tenancy application form will, if you enter into a tenancy agreement with us, be held on a database and used by us and the owner of the rented property as necessary.
4. The information will also be made available to credit bureau or tenant default databases if required.
5. If you do not supply all information in this form, you may not be considered as a tenant for any of the properties we administer.
6. You have the right to see the information we hold about you and to correct that information in accordance with the Privacy Act.
7. I hereby authorise/instruct you to use any address herein provided by me for an address for service.
8. You have a right to see the information held about you by any credit bureau or tenant default database and to correct it in accordance with the Privacy Act.

I/We **consent** to you contacting my employer or any person or company named in this application, to confirm, verify and expand on any information given herein.

I/We **consent** to you providing the information in this form and details of any proven breach in my tenancy agreement or of the Residential Tenancies Act 1986 and Residential Tenancies Amendment Act 2010 to any credit bureau or tenant default database.

I/We **acknowledge** that the information may then be publicly accessible through credit bureau or tenant default databases.

I/We **agree** that you may use any of the information on this form to enforce any judgement in respect of the tenancy agreement or in respect of any order against me made by the Tenancy Tribunal.

I/We **confirm** the information in this form is true and correct and that I have read and understood all of the above including the Privacy Act 1993 statement, and hereby appoint Professionals Whakatane as my/our agent to find accommodation for me/us.

I/We **understand** that my application will be kept on file for no more than three months at which time it will be destroyed if suitable accommodation has not been found or my application is declined.

I/We **agree** that an identification photo and an assessment regarding the fulfilment of basic tenant responsibilities may be added to an internet based tenant reference website. This assessment will be about how I/We perform regarding: Payment of rent, Keeping the dwelling and grounds clean and tidy, Consideration towards neighbours, how the dwelling and grounds are left when I/we vacate.

I/We **agree** that if my application is declined for reasons of a bad credit history or Tenancy Tribunal orders against me, that this information may be placed on a tenancy database.

Name: _____ Signature (to be completed in office): _____ Date: _____

Name: _____ Signature (to be completed in office): _____ Date: _____