



Pre-tenancy application form

Please complete this form to apply for tenancy at the address below. The information you provide is for applying for this tenancy and may be used for a credit and reference check. Your privacy is protected under the Privacy Act 1993.

APPLICANT DETAILS		
First Name:	Middle Name:	Surname:
Date of Birth:	Passport/Driver Licence #: Attach copy	
Country of Origin:	Car Registration:	
Are you a Smoker Yes / No Pets? Y / N If yes what type and breed:		
Phone Home:	Work:	Mobile:
Email Address:	Car registration:	
WORK DETAILS		
Name of Employer	Period of employment:	
Occupation:	Address:	
Can we contact your employer for a reference? Yes/No		
If Yes please supply details of who to contact:		
If you are receiving a benefit, please supply case manager and Community Services Card #		
EMERGENCY CONTACT NEXT OF KIN <i>(This must be completed for use in case of emergency)</i> This address will be used as an address for service as specified in the Residential Tenancies Act		
Name:		
Address:		
Phone number:	Mobile phone:	

OTHER OCCUPANTS – WHO ELSE WILL BE LIVING WITH YOU

FULL NAME:	AGE:	OCCUPATION:
FULL NAME:	AGE:	OCCUPATION:
FULL NAME:	AGE:	OCCUPATION:
FULL NAME:	AGE:	OCCUPATION:

CURRENT LANDLORD

If you are currently renting, please provide your landlord's name and contact details.

Landlord's name and/or agency:

Phone number:

Mobile phone:

May I contact this person for a reference?

Yes / No
(Please circle)

Current Address:

Length of time at this address:

Reason for leaving:

Previous landlord's details

Landlord's name:

Phone number:

Mobile phone:

May I contact this person for a reference?

Yes / No
(Please circle)

Previous Address:

Length of time at this address:

Reason for leaving:

Tenancy Database checked: Y/N

CREDIT Check: Acceptable / Not accepted

Arrears: Y/N

Privacy Act 1993 Statement

This application form collects personal information about you. This information is required to:

- ☐ Assess your eligibility as a tenant; and Collect information, which would 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. (A tenant default database records the names of the persons who have been found in breach of their tenancy agreement and/or the Residential Tenancies Act 1986 by the Tenancy Tribunal);
- ☐ This information in this tenancy application form will be retained within our office;
- ☐ The information will also be made available to credit bureaux and/or tenant default databases and will be accessible to other people that may inquire of this credit bureau and/or tenant default database;
- ☐ If you do not supply all the information in this form, 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 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.
2. I acknowledge that the information may then be made publicly available through credit bureau or tenant default databases.
3. I agree that you may use any of the information on this application form to enforce any judgement in respect of the tenancy agreement or in respect of any order against me by the Tenancy Tribunal.
4. I agree that an assessment regarding my fulfilment of basic tenant responsibilities may be added to an internet based tenant reference website. This assessment will be about
☐ Payment of rent. ☐ Kept the dwelling and grounds tidy. ☐ Were considerate towards neighbours. ☐ Left the dwelling and grounds tidy. ☐ If we are declined a tenancy – for any reason.
5. 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.
6. I confirm the information in this form is true and correct and that I have read the Privacy Act Statement as stated above.

Signature

Signed:

Date: