

Tenancy Application Form

This information is required for the purposes of assessing your eligibility as a tenant.
One form should be completed for every intending adult tenant.

Address of Property applying for:
Applicant Tenant's full name:
Current Address:
Commencement date at this address: Current Phone Number:
Mobile Phone: Email address:
Landlord's Name: Landlord's Phone Number:
Reason for moving:
Number of intended occupants: Adults..... Children.....
Pets (if dogs please state breed):

IDENTIFICATION

Date of Birth: Verified with:DLversion.....
** a copy of identification is required (Suitable ID: Photo driver's licence, Passport, WINZ customer ID, Photo Credit card)*
Bank Account No.:
Car Registration: Type:
Proof of current address: (suitable proof: Power/Phone account)

EMPLOYMENT

Employer..... Phone Number:
Time there: Job Description:
If you are currently receiving your income from Work & Income New Zealand please provide your customer number
Benefit type: Customer No.:

CONTACT/REFERENCES:

(If we require two contact names & details – they cannot be family members nor people you intend to have living with you)

1. Name: Phone No.:
Address:
2. Name: Phone No.:
Address:

Next of Kin:

Name: Phone No.:
Address:

Spouse

Name: Phone No.:
Address:
Date of Birth:

Continued over the page

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);
- The 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 a tenancy.
- 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 making any type of reference, verification or credit check including an online TINZ check and associated databases.
2. 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.
3. I acknowledge that the information may then be made publicly available through credit bureau or tenant default databases.
4. 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.
5. I agree that an identification photo and an assessment regarding my 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
 - Keep the dwelling and grounds tidy
 - Are considerate towards neighbours
 - Leave the dwelling and grounds tidy.
6. I agree that 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.
7. I confirm the information in this form is true and correct and that I have read the Privacy Act Statement as stated above.

Signature: Date: