



management | coaching | investment

Lane Park Business Centre, 22 Lane St, Wallaceville. Phone: 04 528 3794
 Postal: PO Box 40-110, Upper Hutt 5140. Fax: 04 528 4201. Email: office@astutepg.co.nz

TENANCY APPLICATION

(TO BE COMPLETED BY EACH APPLICANT OVER 18 YEARS)

(Only fill in this application form if you are serious about renting the property you are applying for.)

Address of Rental Property Weekly Rent
 Proposed Move In Date How long would you ideally want to take the property for?

Applicants Details:

First, Middle & Last Names
 Home Ph Work Ph Cell Ph
 Email DOB / /

The following information is requested to provide us with person's who will give a reference for you. If this is not fully completed it will make it difficult for us to proceed with your application. Please note that by giving us these people's names and phone number you are authorising us to ask them any question we consider relevant to your application.

Current Address and Landlord/Property Manager Details (if applicable):

Address Time At Address (Ys & M's)
 Reason for Leaving Rent per week \$
 Agent/Landlord's Name Daytime Ph

Previous Address and Landlord/Property Manager Details (if applicable):

Address Time At Address (Y's & M's)
 Reason For Leaving Rent per week \$
 Agent/Landlord's Name Daytime Ph

Employers Details

Employer Contact Person
 Occupation Daytime Phone
 Length of Employment Income P/W Full or Part time

If you have changed Employers or Supervisor/Manager in the last 12 months please also give your previous employer.

WINZ

WINZ No Income P/W \$
 Will your application be subject to WINZ approval for Bond & 1st weeks rent? **Yes** **NO**

Character Reference

Name Phone Relationship

Occupancy Details – Who will share the property with you?

Name	<input type="text"/>	Age	<input type="text"/>	Relationship	<input type="text"/>
Name	<input type="text"/>	Age	<input type="text"/>	Relationship	<input type="text"/>
Name	<input type="text"/>	Age	<input type="text"/>	Relationship	<input type="text"/>
Name	<input type="text"/>	Age	<input type="text"/>	Relationship	<input type="text"/>
Name	<input type="text"/>	Age	<input type="text"/>	Relationship	<input type="text"/>

Emergency NZ Contact (NOTE: This cannot be someone who will share the property with you)

Name Phone Relationship

Form/s of Photo I.D provided

Driver License Yes No. (5a): 18+ Card Yes ID No.:
 Passport Yes ID. No: Other Yes

Applicant History

Have you ever had a tenancy terminated before?

Yes No (Please tick) If yes, please provide details

How much do you owe to finance companies?

\$

Have you ever had money deducted from your bond?

Yes No (Please tick). If yes, please provide details

How much do you owe to a Landlord?

\$

Pets & Smokers

Do you have a pet? Yes

Type No

Are any occupants smokers? Yes No

Motor Vehicles - Will you be parking a motor vehicle on the property? Yes No If yes how many?

Registered Owner	Make	Model	Colour	Registration	Finance Company

Applicant Consents

I agree to the collection, use and disclosure of my personal information for the following purposes:

- Checking any of the details contained in this application form with third parties including any tenant information database and the New Zealand Transport Authority.
- Making enquiries with third parties in relation to my creditworthiness, including any credit reporting agency.
- Placing any of the information regarding my identity supplied on this application form on a national online database.
- Using any of the information contained on any Tenancy Tribunal Order to assist the enforcement of any unsatisfied Money Order made against me by listing details of the order on an online national database.
- Using any of the information on this application form to assist in the enforcement of any unsatisfied Order made against me by the Tenancy Tribunal.
- Debt recovery purposes including appointing an agent to collect any outstanding debts and listing defaults with any credit reporting agency.
- Checking the Ministry of Justice fines database. This may be undertaken by a credit reporting agency on our behalf which will require my personal information to be collected by and disclosed to the credit reporting agency.

I understand that any credit reporting agency to whom you may disclose my personal information may:

- hold that information on their credit reporting database;
- use that information for the purpose of credit reporting or for any other lawful purpose;
- disclose that information to their subscribers for the purpose of credit checking or debt collection of for any other lawful purpose.

I understand that if I have provided to you 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.

In Terms of the Privacy Act 1993 you are given notice that:

1. Requests information- this application form asks you to provide personal information.
2. Purpose of collection - the information collected on this form is required so that the landlord is better able to assess whether you would be the best applicant on merit for the tenancy and to record limited information contained in the application form on a web-based database. The limited information concerns your identity and your last known address. This information is required to assist the landlord in locating you to enforce any unsatisfied money order made by the Tenancy Tribunal.
3. Recipient of information - the information is provided by you to the Owner/Landlord/Agent/Property Manager.
4. Sight information - I/we advise you that you have the right to see the information I/we hold about you.
5. Correct information - to correct that information if it is incorrect in accordance with the Privacy Act 1993.
6. Holding information - if you do not enter a tenancy agreement with the landlord referred to on this application form, the application form will be destroyed unless we need to obtain a credit check.
7. Uses of information - you are advised that some information relating to your identity and last known address may be supplied to a national web-based database.
8. If the Landlord is a letting agent, then you agree to pay the letting fee on entering the tenancy agreement.

Other information drawn to your attention:

By completing this form you evidence the fact that you are applying to rent a residential house/flat/apartment, 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.

PLEASE NOTE: A separate completed application form is required for each person over the age of 18 who proposes to live in the property.

Notes

--

Date _____

Signature of applicant _____