Tenancy Application Form



(INFORMATON REQUESTED IS USED AND HELD IN LINE WITH THE PRIVACY ACT 2020).

Please ensure you read the information and complete required sections of this form before signing.

This form collects personal information about you for the landlord / property manager – CCPM Ltd, 262 Gladstone Road North, RD 2, Mosgiel 9092, the intended recipient of this information, and / or the owner of the property. This information is required to assess your merit as a tenant. If you sign a tenancy agreement with CCPM Ltd, we will keep a record of the information you give us. If you do not sign a tenancy agreement with CCPM, the information will be destroyed as required.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Tenancy Details*** | | | | | | | |
| Address of Property: **Click here to enter address of property** | | | | | | | |
| ***Applicant Details*** | | | | | | | |
| Name: Click here to enter **your full name** | | | | Date of Birth: **Day Month Year** | | | |
| Email: **Click here to enter your email address** | | | | Phone No: **Click here to enter phone no** | | | |
| Current Address: **Click here to enter your current address** | | | | | | | |
| Why are you leaving this address? **Click here to enter reason why you are leaving** | | | | | | | |
| Do you smoke or vape? Yes  No  (please select)  NB Smoking and / or Vaping is not permitted inside any of our properties | | | | | | | |
| Do you wish to have any pets at the property? Yes  No  (please select)  NB. Pets are not permitted at our properties (unless mutually agreed by all) | | | | | | If YES please provide details  **Click here to enter details** | |
| If currently working (full or part time)  NB. Provision of this information is voluntary | Name of workplace:  **Click here to enter workplace** | | | | | | |
| If currently studying (full or part time)  NB. Provision of this information is voluntary | Course of Study:  **Click here to enter course of study** | | | | | | Year of Study:  **Choose year** |
| ***Identification*** | | | | | | | |
| Please provide one form of photo identification, such as your driver’s licence. | | | | | | | |
| Drivers licence Number: **Click here to enter Licence No.**  NB. Provision of this number is voluntary and will only be used to verify your identity and for carrying out a credit check | | | | Drivers licence Version no: **Version No.**  (if applicable) | | | |
| or Alternative form of ID eg Passport, Student ID, 18+ card:  NB. Provision of this is voluntary and will only be used to verify your identity and for carrying out a credit check | | | | Alternative ID:  **Click to enter Alternative ID** | | | |
| ***Current Landlords Details***  If you are currently renting, please provide your landlord’s name and contact details. | | | | | | | |
| Landlords Name: **Click here to enter landlords name** | | | | Phone no: **Landlords Phone no** | | | |
| May I contact this person for a reference: Yes  No  (please select) | | | | | | | |
| ***References*** | | | | | | | |
| Please supply a photocopy of one written reference (prefer less than 6 months old) | | | | | | | |
| ***Referees*** | | | | | | | |
| Please provide one referee that I can contact (other than a person providing a written reference). Referees can be a friend, co-worker, your employer or someone who knows you well. Please let these people know I may be contacting them for a reference. | | | | | | | |
| Referee name: **Click here to enter Referee Name** | | | | | Phone no: **Phone number** | | |
| ***Other Information*** | | | | | | | |
| Next of Kin / Emergency Contact  NB. Provision of this information is voluntary, however will be required prior to signing a tenancy agreement if you are the preferred applicant. | | | | | | | |
| Name: **Click here to enter name of Next of Kin / Emergency Contact** | | | | | Phone no: **Phone number** | | |
| Address: **Click here to enter address of Next of Kin / Emergency Contact** | | | | | | | |
| Relationship: **Click here to enter Relationship** | | Email: **Click here to enter email address** | | | | | |
| ***Signature*** | | | | | | | |
| I authorise the Landlord/Property Manager to:  › collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy; and  › disclose information about me, whether collected from me directly or from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit report (which will involve the credit reporting agency providing information about me to the Landlord/Property Manager).  I understand that the credit reporting agency:  › may hold my information on their credit reporting database and use it for providing credit reporting services, and they may disclose my information to their subscribers for the purpose of credit checking or debt collection; and  › as part of providing a credit report, may check the Ministry of Justice fines database for any overdue fines I may have. | | | | | | | |
| Signed:  **(click the picture below to insert a scan of your signature)** | | | Date Signed: **Click here to enter a date.** | | | | |
| Under the Privacy Act 2020, you have the right to ask for a copy of all information held about you, and have the right to request the correction of any incorrect information. | | | | | | | |