

Tenancy Application Form

(INFORMATION 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:		
Applicant Details		
Name:	Date of Birth:	
Email:	Phone No:	
Current Address:		
Why are you leaving this address?		
Do you smoke or vape? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) NB. Smoking and / or Vaping is not permitted inside any of our properties		
Do wish to have any pets at the property? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) NB. Pets are not permitted at our properties (unless mutually agreed by all)	If YES please provide details	
If currently working (full or part time) NB. Provision of this information is voluntary	Name of workplace:	
If currently studying (full or part time) NB. Provision of this information is voluntary	Course of study:	Year of study:
Identification		
Please provide one form of photo identification, such as your driver's licence.		
Drivers licence Number: 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: (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:	
Current Landlords Details		
If you are currently renting, please provide your landlord's name and contact details.		
Landlords Name:	Phone no:	
May I contact this person for a reference: Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)		
References		
Please provide two referees that I can contact. Referees can be a friend, co-worker, your employer or someone who knows you well. One of your referees should be able to provide a reference about your creditworthiness. If you have already provided your current landlords details, only one additional referee is needed. Please let these people know I may be contacting them for a reference.		

Referee name 1:		Phone no:
Email:		
Referee name 2:		Phone no:
Email:		
Written Reference (optional)		
Supplying a written reference is optional		
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:		Phone no:
Address:		
Relationship:	Email:	
Signature		
<p>I authorise the Landlord/Property Manager to:</p> <ul style="list-style-type: none"> › 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). <p>I understand that the credit reporting agency:</p> <ul style="list-style-type: none"> › 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:		Date Signed:
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.		