

Tenancy Application Form

Please complete this form to apply for the tenancy at the address below.
 This 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 2020.



Please note: There are no consequences for not providing voluntary information.

Tenancy Details		
Address of Property:		
Applicant Details		
First Name:	Middle Names:	
Last Name:	Preferred Name:	
Email:	Date of Birth:	
Address (where you are currently living):	Phone No:	
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 you wish to have any pets at the property? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) NB. Tenants must request consent to keep a pet on the premises	If YES please provide details	
If currently working NB. Provision of this information is voluntary	Name of workplace:	
If currently studying NB. Provision of this information is voluntary	Course of study:	Current year of study: 1 st 2 nd etc
Identification (NB: Photo identification must be sighted before a tenancy can be signed)		
'Photo' identification can be either your driver's licence or passport.		
New Zealand Drivers licence information NB. Provision of this is voluntary and will only be used to verify your identity and for carrying out a credit check	Drivers licence Number: Drivers licence Version Number:	
or Alternatively, Passport information NB. Provision of this is voluntary and will only be used to verify your identity and for carrying out a credit check	Passport Country: Passport Number:	
Current Landlords Details		
Please provide the name of your landlord / head of hall, and their contact details.		
Landlords Name:	Phone no:	
May I contact this person for a reference: Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)		
Next of Kin / Emergency Contact		
NB. 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 to you:	Email:	

References

Please provide two referees that I can contact.

A referee should be someone who knows you well (eg: family friend, co-worker, employer etc) but not a direct family member (parent or sibling).

NB: 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 that they may be contacted.

Referee name 1:

Phone no:

Email:

Relationship (eg Employer, Co-worker, Family Friend etc):

Referee name 2:

Phone no:

Email:

Relationship (eg Employer, Co-worker, Family Friend etc):

Optional written reference: (NB: you have the option to attach a written reference if you choose)

I have chosen to attach a written reference Yes No (please tick)

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:

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.