



# 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.

<b>Tenancy Details</b>		
Address of Property:		
<b>Applicant Details</b>		
Full Legal Name:	Preferred Name:	
Email:	Date of Birth:	
Current Address:	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 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 NB. Provision of this information is voluntary	Name of workplace:	
If currently studying NB. Provision of this information is voluntary	Course of study:	Year of study:
<b>Identification</b>		
Please provide 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:	
<b>Current Landlords Details</b>		
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)		
<b>References</b>		
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:		
Relationship (eg Employer, Co-worker, Friend etc):		
Referee name 2:		Phone no:
Email:		
Relationship (eg Employer, Co-worker, Friend etc):		
<b>Written Reference (optional)</b>		
Supplying a written reference is optional		
<b>Other Information</b>		
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:	
<b>Signature</b>		
<p>I authorise the Landlord/Property Manager to:</p> <ul style="list-style-type: none"> <li>› collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy; and</li> <li>› 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).</li> </ul> <p>I understand that the credit reporting agency:</p> <ul style="list-style-type: none"> <li>› 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</li> <li>› as part of providing a credit report, may check the Ministry of Justice fines database for any overdue fines I may have.</li> </ul>		
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.		