

## TENANCY APPLICATION FORM

All applicants over 18 years must complete a form. We do not allow subletting.

An application may take up to 3 working days to complete.

### Property Details

Property Address:
Preferred date to move in:     /     /
How many people will occupy the property: _____ Adults and _____ Children (under 18 years)
Ages of children living at the address (if applicable):
What pets do you have?

### Applicant Details

Full Name:	Date of Birth:     /     /
Mobile Phone:	
Email Address:	
Drivers Licence Number:	Version Number (3-digit number):
NB: Provision of this number is voluntary and will only be used to verify your identity and for carrying out a credit check	
<b>If you do not have a driver's licence, please supply an alternative form of ID.</b>	
Have you been to Tenancy Court/Mediation: YES / NO	
Criminal Record: YES / NO	
If yes to any of the above, please explain:	

### Income Details (optional)

Employer (company):	Occupation:
Time with Employer:	
Type of Employment: Full time / Part Time / Casual / Seasonal (circle one)	
WINZ Number:	Benefit Type:
Do you get a Student Allowance? YES / NO (circle one)	

**Emergency Contact**

Full Name:	
Full Address:	
Contact Phone:	Email:

**Current Address**

Current Address:	
Reason for leaving:	
How long have you lived there (approximately): _____ years and _____ months	
Landlord Name:	Landlord Phone:
Can we contact this person? YES / NO (circle one)	

**Previous Address**

Previous Address:	
Landlord Name:	Landlord Phone:
Can we contact this person? YES / NO (circle one)	

**References – landlords, employers etc. - no family members or friends**

Full Name:	Contact Phone:
How do you know them?	
Full Name:	Contact Phone:
How do you know them?	

**Applicant's Consents**

I authorise the Landlord/Property Manager to:

- collect, retain and use this information to assess 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 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.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Under the Privacy Act 1993, 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.