

APPLICATION FOR RESIDENTIAL TENANCY

Attn: Aaron Tomlin
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Property: **Rent \$** **Date:**

Length of lease requested: (e.g., 6 months, 12 months) Commence date:

To enable processing of this application, each applicant must provide:

- Photo identification, e.g., Driver's licence, passport, WINZ number
- Proof of current address, e.g., Telecom or electricity account

How did you find out about the rental property?

Rent sign Telephone Newspaper Internet Other

Applicant 1 details			
Last name:		First name(s):	
Date of birth:			
Driver's licence number: (5a)		Card version number: (5b)	
Car registration/make and model:			
Present telephone numbers:	Home:	Work:	Mobile:
Email:			
Are you a smoker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Pets:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Type/breed/no:

Where do you currently live?	
Address:	
<input type="checkbox"/> Renting or <input type="checkbox"/> Own	Current rent:
Name of real estate agent/landlord:	
Phone/fax number of agent/landlord:	
Period of occupancy:	
Reason for leaving:	
Total weekly income: (total income if more than 1 applicant) \$	
Have you ever had a tenancy terminated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, give details:	

Your source of income: <i>All income is net or take home per week</i>	
Occupation:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual (.....hours per week)	
Period of employment:	
Net weekly wage (after tax):	
Name of current employer:	
Address of current employer:	
Phone number of employer:	
If current employment is less than 6 months:	
Details of previous employment:	
If not employed:	<input type="checkbox"/> Student <input type="checkbox"/> Pensioner <input type="checkbox"/> Unemployed <input type="checkbox"/> Other income
Details:	
Other information to support your application:	
Next of kin (Not living with you):	Phone:
Address:	Email:

Applicant 2 details:			
Last name:		First name:	
Date of birth:			
Drivers licence number: (5a)		Card version number: (5b)	
Car registration/make and model:			
Present telephone numbers:	Home:	Work:	Mobile:
Email:			
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No Type/breed/no:			

Current home details:	
Address:	
<input type="checkbox"/> Renting	or <input type="checkbox"/> Own Current rent:
Name of real estate agent/landlord:	
Phone/fax number of agent/landlord:	
Period of occupancy:	
Reason for leaving:	
Do you expect the bond to be refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total weekly income: (total income if more than 1 applicant) \$	
Have you ever had a tenancy terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, give details:	

Your source of income: All income is net or take home 'per week'	
Occupation:	
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time Casual (..... hours per week)
Period of employment:	
Net weekly wage (after tax):	
Name of current employer:	
Address of current employer:	
Phone number of employer:	
If current employment is less than 6 months: Details of previous employment:	
If not employed: <input type="checkbox"/> Student <input type="checkbox"/> Pensioner <input type="checkbox"/> Unemployed <input type="checkbox"/> Other income	
Details:	
Other information to support your application:	
Next of kin (Not living with you):	Phone:
Address:	

No. of persons to reside in property Children's ages:

Full name of all persons other than applicant/s wishing to occupy the premises:

.....

Have you ever been evicted or are you in debt to another landlord or agent Yes No

If yes, give details:

.....

Do you accept the property in its present condition? Yes No

If no, give details:

I/We the applicant/s do solemnly and sincerely declare that the information provided is true and correct. I/We have inspected the premises and wish to take a tenancy of these premises for a period of months/years at a rental of \$..... per week commencing on

I/We acknowledge and accept that if this application is not successful, the agent is not obliged to give reasons.

I/We acknowledge that if unsuccessful, this application will be destroyed after 14 days.

Applicant's signature: Date:

Applicant's signature: Date:

Information for prospective tenants
Please read carefully before completing your application

Processing tenancy applications

We endeavour to process all tenancy applications within 48 hours. This time may be extended due to difficulties contacting referees, confirming previous rental/home details, or contacting the property owner. We are unable to process applications that have not be completed in full and signed by all applicants.

We will contact you and inform you whether your application was successful or not. Please be aware that some properties attract more than one applicant, and that if you are unsuccessful it does not necessarily mean that you are unsuitable – so please apply for other properties.

Initial payment of rent and bond

Prior to taking possession of the property we require 3 weeks' bond and 2 weeks' rent, and a letting fee of 1 week plus GST. **This office does not accept bond transfers.** All monies must be paid prior to collecting the keys.

Rent payments

It is our policy that all rental payments are to be made via automatic bank payment. Except for the initial payment of bond, rent and letting fee we **do not** accept rental payments via cash directly through our office.

I consent to you providing the information in this form and details of any proven breach of my tenancy agreement or of the Residential Tenancies Act 1986 to any credit bureau or tenant default database.

I acknowledge that the information may then be publicly accessible through credit bureau or tenant default databases (TINZ).

I agree that you may use any of the information on this form to enforce any judgement in respect of the tenancy agreement or in respect of any order against me made by the Tenancy Tribunal.

Payment details:

Payment required – 2 weeks' rent, 3 weeks' bond, 1 week + GST letting fee

Payment to be made by automatic bank payment transfer to Advanced Property Management Ltd.

Account: 12-3119-0263215-01

Signed:

Signed:

Date:

Privacy Act 1993 statement

For the purposes of the Privacy Act 1993:

1. This application form collects personal information about you (including photographing you at the time of signing tenancy agreement).
2. This information is required to:
 - assess your eligibility as a tenant and
 - collect information which would be provided to a tenant default database (TINZ) or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement. A tenant default database records the names of persons who have been found to breach a tenancy agreement or the Residential Tenancies Act 1986 by the Tenancy Tribunal.
3. The information in the tenancy application form will, if you enter into a tenancy agreement with us, be held on a database and used by us and by the owner of the rented property.
4. The information will also be made available to credit bureau or tenant default databases.
5. If you do not supply all the information in this form, you may not be considered as a tenant for any of the properties we administer.
6. You have the right to see the information we hold about you and to correct that information in accordance with the Privacy Act.
7. You have a right to see the information held about you by any credit bureau or tenant default database and to correct it in accordance with the Privacy Act.
8. I confirm the information in this statement is true and correct and that I have read and understood everything on the form, including the Privacy Act 1993 statement above.
9. Should Advanced Property Management introduce me/us to any premises which leads to me/us taking a tenancy I/we undertake to pay your fee of 1 weeks' rent plus GST.

Acceptance

1. I consent to you providing the information in this form and details of any proven breach of my tenancy agreement or of the Residential Tenancies Act 1986 to any credit bureau or tenant default database.
2. I acknowledge that the information may then be made publicly available through credit bureaux or tenant default databases.
3. I agree that you may use any of the information on this application form to enforce any judgement in respect of the tenancy agreement or in respect of any order against me by the Tenancy Tribunal.
4. I agree that an assessment regarding my fulfilment of basic tenant responsibilities may be added to an internet-based tenant reference website. This assessment will be about how I/we perform in respect of:
 - Payment of rent
 - Keeping the dwelling and grounds tidy
 - Were considerate towards neighbours
 - Left the dwelling and grounds tidy
 - If we are declined a tenancy – for any reason
5. If I am declined this tenancy for reasons of a bad credit history or Tenancy Tribunal orders against me, I am aware that this may be placed on a tenancy database.
6. I confirm the information in this form is true and correct and that I have read the Privacy Act statement as shown above.

I/We hereby authorise Advanced Property Management to use and disclose my/our personal information in accordance with the above Privacy Act.

Applicant 1: full name:

Signed:

Date:

Applicant 2: full name:

Signed:

Date: