

## TENANCY APPLICATION FORM

<b>Property:</b>			
Rent: \$		Date:	
Length of Lease Requested:	(eg. 6 / 12 months)	Commencement Date:	
To enable processing of this application, each applicant must provide: <ul style="list-style-type: none"> <li>▪ Photo Identification eg. Driver's Licence, Passport, WINZ Number</li> <li>▪ Proof of current address eg. Telecom or Electricity account</li> </ul>			
<b>HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?</b>			
<input type="checkbox"/> Rent Sign <input type="checkbox"/> Rental List <input type="checkbox"/> Telephoned <input type="checkbox"/> Newspaper <input type="checkbox"/> Window Card <input type="checkbox"/> Internet <input type="checkbox"/> Other			
<b>Applicant 1 Details:</b>			
Last Name:		First Name:	
Date of Birth:			
Drivers Licence Number:			
Motor Vehicle:	Make:	Model:	Reg No.:
Present Telephone Numbers:	Home:	Work:	Mobile:
Email:			
Are you a smoker: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Pets: <input type="checkbox"/> No <input type="checkbox"/> Yes   Type/breed/no.:			
<b>Current Home Details:</b>			
Address:			
<input type="checkbox"/> Renting		<input type="checkbox"/> Own	
			Current rent: \$
Name of real estate agent/landlord:			
Phone/fax 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			
Have you ever had a Tenancy terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, give details:			
<b>Your Source of Income:</b> <i>All income if 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:			
Name of Current Employer:			
Address of Current Employer:			
Phone Number of Current Employer:			
If current employment 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:		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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, give details:		
Do you accept the property in its present condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, give details:		
<p>I/We the applicant/s do solemnly and sincerely declared that the information provided is true and correct. I/We have inspected the premises and wish to take a tenancy of such premises for a period of months/years at a rental of \$                      per week commencing on                      .</p> <p>I/We acknowledge and accept that is this application is not successful, the Agent is not obliged to give reasons.</p> <p>I/We acknowledge that if unsuccessful, this application will be destroyed after 14 days.</p>		
APPLICANTS SIGNATURE:		DATE:
APPLICANTS SIGNATURE:		DATE:

<b>Applicant 2 Details:</b>			
Last Name:		First Name:	
Date of Birth:			
Drivers Licence Number:			
Motor Vehicle:	Make:	Model:	Reg No.:
Present Telephone Numbers:	Home:	Work:	Mobile:
Email:			
Are you a smoker: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Pets: <input type="checkbox"/> No <input type="checkbox"/> Yes Type/breed/no.:			

<b>Current Home Details:</b>		
Address:		
<input type="checkbox"/> Renting	<input type="checkbox"/> Own	Current rent: \$
Name of real estate agent/landlord:		
Phone/fax 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		
Have you ever had a Tenancy terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, give details:		

<b>Your Source of Income:</b> <i>All income if 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:		
Name of Current Employer:		
Address of Current Employer:		
Phone Number of Current Employer:		
If current employment 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:		Phone:
Address:		

**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 been 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 2/3 weeks bond and 2 weeks rent, 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.

**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 – 2 Weeks Bond – 1 week + GST Letting Fee

Payment to be made by automatic bank payment transfer to Papamoa Realty Ltd  
Bank: Westpac  
Account Number: 031551-5064-01

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

**PRIVACY ACT 1993 STATEMENT**

For the purposes of the Privacy Act 1993:

1. This application form collects personal information about you.
2. This information is required to:
  - assess your eligibility as a tenant and
  - collects information which would be provided to a tenant default database 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 form is true and correct and that I have read and understood all on the form including the Privacy Act 1993 statement above.
9. Should Lochore's 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.

I/We hereby authorise the Professionals Birkenhead 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: \_\_\_\_\_