

THE PROPERTY MANAGEMENT TEAM

TENANCY APPLICATION FORM

This information is required to assess your eligibility as a tenant. Each person intending to sign the Tenancy Agreement must complete and sign a separate application form.

Address of property applying for: _____

Rent offered: \$ _____ **Preferred move-in date:** _____

How did you find out about this property? Herald Local paper Sign TradeMe HNZ

Applicant's Full Name: _____

Phone: _____ **Mobile: ()** _____ **Email:** _____

Current Details

Current Address: _____ **How long?** _____

Name of Landlord / Property Mgr: _____ **Phone:** _____

Why are you leaving? _____

Identification

A copy of identification is required (suitable ID: Drivers licence, Passport, Credit Card with photo ID)

Date of Birth: ____/____/____ **Drivers Licence:** (5a) _____ / (5b) _____

Car Registration: _____ **Make & Model:** _____

Proof of Current Address: _____

Employment

Employer: _____ **Phone:** _____

How long have you worked there? _____ **Job Description:** _____

If you receive your income from **Work and Income NZ**, please provide the following details:

Client No: ____ - ____ - ____ **Case Manager:** _____ **Phone:** _____

Referees / Next of Kin / Spouse or Partner details

Referees: (We require contact names and details – they cannot be family members or people you intend to have living with you)

Name _____ **Phone:** _____

Address: _____

Next of Kin:

Name: _____ **Phone:** _____

Address: _____ **Relationship to you?** _____

Spouse/Partner:

Full Name: _____ **Date of birth:** _____

Address: _____

PLEASE READ AND COMPLETE DETAILS ON PAGE 2

Ph 0800 101308

Fax: (09) 528 3412

Email: office@propertyteam.co.nz

Occupancy Details

PETS: Do you have a pet? YES / NO If yes, what type of pet? _____

SMOKING: Are you or any other prospective occupant a smoker? YES / NO

MOTOR VEHICLE: Will you be parking a motor vehicle on the property? YES / NO

If YES, state details: Make _____ Model _____ Rego _____

Number of people intending to reside in the property? _____ Adults / _____ Children

Please supply names and details of people intending to reside in the property

- 1. Name: _____ Date of birth: _____
Address: _____ Phone: _____
- 2. Name: _____ Date of birth: _____
Address: _____ Phone: _____
- 3. Name: _____ Date of birth: _____
Address: _____ Phone: _____

- ✓ This application form collects personal information about you.
- ✓ All unsuccessful application forms will be destroyed.
- ✓ All successful application forms will be retained by **The Property Management Team** and / or the Property Owner.
- ✓ You have the right to see and if necessary, correct information held.
- ✓ If you enter into a Tenancy Agreement and fail to comply with the terms of that Agreement or of the Residential Tenancies Act 1986, information will be sent to any credit bureau or tenant default database.
- ✓ I/We authorise **The Property Management Team** to make independent checks of the information provided in this application including checks with people I have named as referees and any other Credit Bureau or Tenant Default database.
- ✓ 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.

Signature: _____ Date: _____

Failure to supply full and correct details may result in non-acceptance of the application or termination of tenancy

Office Use Only

ID TYPE: _____ Sighted: _____

References Checked: _____

Credit Check: