

(We require a signed copy of the Tenancy Application form, photo ID i.e. passport or drivers licence, proof of address ie power or phone bill (photocopy) and Summary of rent payments to current landlord if currently renting before we can process any application.)

## TENANCY APPLICATION FORM

Property Address Applying for: \_\_\_\_\_ \$ \_\_\_\_\_ Rent per week  
Name (Mr, Mrs, Ms, Miss) \_\_\_\_\_  
(Circle one) (Last Name) (First Name) (Middle Name/s)  
Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Start/Move-In Date \_\_\_\_\_  
Telephone Numbers: \_\_\_\_\_ (hm) \_\_\_\_\_ (wk) \_\_\_\_\_ (mob)  
Email Address: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Age(s): \_\_\_\_\_  
License/Passport Number: 5(a) \_\_\_\_\_ 5(b) \_\_\_\_\_ Car Registration: \_\_\_\_\_  
Present Address: \_\_\_\_\_ Date moved in: \_\_\_\_\_  
Previous Address: \_\_\_\_\_ Date moved in: \_\_\_\_\_  
Do you have any pets?: Yes/No Breed: \_\_\_\_\_ Smoker: ☐ Non-Smoker: ☐  
Number of Intended Occupants: \_\_\_\_\_ Pay Rent (Circle one Please): Weekly / Fortnightly.

**EMPLOYMENT DETAILS:** Workplace Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Manager/Supervisor: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Address of Workplace: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Beneficiary/NZISS Card Number: \_\_\_\_\_ Type of Benefit: \_\_\_\_\_

**WIFE/HUSBAND/PARTNER** Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Place of Employment & Occupation: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_ Start Date: \_\_\_\_\_

### FLATMATES DETAILS:

Full Name: \_\_\_\_\_ Workplace: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Workplace: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Workplace: \_\_\_\_\_ Telephone: \_\_\_\_\_

### NEXT OF KIN OR CLOSE FRIEND/EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

### REFERENCES

Present Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Personal: \_\_\_\_\_ Telephone: \_\_\_\_\_

**WHERE DID YOU HEAR ABOUT THIS PROPERTY?: WEB / PRESS / OFFICE / SIGN (please circle which one applies)**

### FEE

A fee equivalent to one week's rent plus GST is payable to Kennard Real Estate Ltd if a tenancy is arranged.

**Total Standard Move in cost is; Rent one week, Bond 3 weeks and Letting Fee 1 week plus GST. (\*\*\*)UNLESS OTHERWISE ADVISED(\*\*\*)**

### CREDIT CHECK

I/we authorize any person or company to provide you with such information as you may require in response to your credit and/or employment enquiries.  
I/We further authorize you to furnish to any third party details of the application and any subsequent dealings that I/We may have with you as a result of this application being authorized by you.

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

**Important: Please Read Other Side of This Page.**

# PRIVACY ACT 1993 STATEMENT

For the purposes of the Privacy Act 1993:

- This application form collects personal information about you.
- This information is required to:
  - Assess your eligibility as a tenant; and
  - Collect 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 the agreement. (A tenant default database records the names of persons who have been found to breach a Tenancy Agreement or the Residential Tenancies Amendment Act 2010 by the Tenancy Tribunal).
- The information which would be provided to a tenancy default database or credit bureaux if you enter into a Tenancy Agreement and fail to comply with the terms of agreement. (A tenant default database records the names of persons who have been found to breach a Tenancy Agreement or the Residential Tenancies Amendment Act 2010 by the Tenancy Tribunal).
- The information will also be made available to credit bureaus or tenant default databases.
- 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.
- You have the right to see the information we hold about you and to correct that information in accordance with the Privacy Act.
- You have a right to see the information we hold about you by any credit bureau or tenant default database and to correct it in accordance with the Privacy Act 60.

## Acceptance

1. I consent to you making any type of reference, verification or credit check including an online TINZ check and associated databases.
2. 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.
3. I acknowledge that the information may then be made publicly available through credit bureau or tenant default databases.
4. 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.
5. I agree that an identification photo and 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 regarding;
  - – Payment of rent
  - – Keep the dwelling and grounds tidy
  - – Are considerate towards neighbours
  - – Leave the dwelling and grounds tidy.
6. I agree that 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.
7. I confirm the information in this form is true and correct and that I have read the Privacy Act Statement as above.

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