

# Tenancy Application Form

This information is required for the purposes of assessing your eligibility as a tenant.

One form should be completed for every intending adult tenant. (every tenant has different details of D.O.B., employer, ID. etc)

Address of Property applying for

Weekly rent

**Full name** as per photo id presented

Phone

Mobile

Email

Date of Birth

/ /

Verified with (eg. drivers licence, passport)

I.D number

If Drivers License state Version (5B on licence)

A copy of your I.D is required. (Suitable ID is Drivers License, Passport, 18+ Card.)

Vehicle Registration

Make

Model

Contents Insurance: Yes/No

Smoker: Yes/No

Pay Rent: Weekly/Fortnightly

(Each question, circle one)

**Spouse/Partner Full name**

Phone

Mobile

Email

Date of Birth

/ /

Verified with (eg. driver's license, passport)

I.D number

If Drivers License state Version (5B on license)

A copy of your I.D is required. (Suitable ID is Drivers License, Passport, 18+ Card.)

Smoker Yes/No (Circle one)

**Current Address** (proof required)

How long at this address

Reason moving

Landlords Name

Landlords Phone number

**Employer:** Company / Name

Phone

Job Description

Time there

Manager/Supervisor Name

Phone

WINZ Number

**Emergency Contact Name**

Address

Phone

Email

**References:** At least two contact references. They can't be family members nor people you intend to live with.

Previous Rental Address

Previous Landlord Name

Phone

Email

Personal Referee Name

Phone

Email

Date you could start the Tenancy

/ /

Length of tenancy you would like

How many Adults

Age(s) of any children

Number of intended occupants

Any pets

Type (if dogs state breed)

**Please feel free to supply us with any information that may help your application i.e. Rent Summary to show rent payments to your current Landlord and any other supporting documents.**

### Privacy Statement

By completing this Application Form you agree to the collection, use and disclosure of Personal Information in accordance with this Privacy Statement. Personal Information includes any information that identifies you or another person, that you provide, or have provided, to us or authorise us to collect at any time (including default information and updated information). This Privacy Statement does not limit our rights and obligations under the Privacy Act 1993.

If you provide to us, or authorise us to collect, Personal Information about a third party (such as a guarantor) you confirm that the relevant person has authorised us to collect, use and disclose their Personal Information in accordance with this Privacy Statement and that you have informed them about their rights to access their Personal Information set out below.

It is not mandatory to provide us, or authorise us to collect, Personal Information. However, if you do not do so, it is likely to affect our assessment of your tenancy application.

We may collect and use Personal Information to: (a) assess your suitability for a tenancy, including assessing you and your guarantor's creditworthiness and reference checking; (b) manage and monitor your tenancy (if your application is approved); (c) collect any amounts that you owe to us and/or enforce any Tenancy Tribunal order.

We may use the services of, or provide services to, illion New Zealand Limited (Co. No. 361901) (and any other credit reporter and/or debt collection agency), illion Tenancy Limited and illion related companies (together **Authorised Agencies**). We may collect Personal Information from, and disclose Personal Information to, Authorised Agencies for any of the purposes described in this Privacy Statement and we may authorise Authorised Agencies to hold, use and disclose Personal Information for the purpose of providing their (or other Authorised Agencies') services to us and to other clients. You agree that, subject to applicable laws, Authorised Agencies may use Personal Information to provide marketing services to their clients and Authorised Agencies and their clients may communicate with you (including by electronic means) about services and offers that they think may be of interest to you.

Personal Information will be held by us at our business address: 33 Halswell Rd, Hoon Hay, Christchurch 8025

You have the right to access and request correction of your Personal Information by contacting us at Professionals Christchurch Ltd

I confirm that all of the information I have provided to you is accurate, complete and not misleading and I have read, understood and agree to the Privacy Statement set out above.

Signature 1

Date

Signature (spouse/partner)

Date