

Residential tenancy application form

Holmwood Real Estate Ltd.

Office Phone Numbers: Edgeware: 03 351 5534 / Ilam: 03 348 0796 / St Albans: 03 377 0377

Locations:

Edgeware office: 74 Edgeware Road, Edgeware, Christchurch 8014 ipm@harcourts.co.nz or epr@harcourts.co.nz or mpm@harcourts.co.nz

Ilam office: 142 Sherborne Street, St Albans, Christchurch 8014 wpm@harcourts.co.nz or bpm@harcourts.co.nz or L4R@harcourts.co.nz

St Albans office: 142 Sherborne Street, St Albans, Christchurch 8014 spm@harcourts.co.nz

Would you prefer to rent a property that is: Managed by an Agency Privately Managed TradeMe
 How did you hear about this property? Harcourts Website Realestate.co.nz
 Other: _____

1. PROPERTY DETAILS

Address of Property applying for: _____
 Weekly Rent: \$ _____ Preferred Tenancy Commencement Date: _____
 Preferred Tenancy Type: Periodic Tenancy or Fixed Term Preferred length of Tenancy: 6 mths/12 mths/other: _____
 How many persons will occupy the Property? _____ No. Adults: _____ No. Children: _____
 Age(s) of children: _____ Are any of the intended occupants smokers? Yes No
 Name(s) of persons applying for this property with you: _____
Please Note: All intended occupants over the age of 18 years must complete an individual application form

2. PERSONAL DETAILS

Full Name: _____
 Have you been known by any other name? Yes No
 If yes, what other name(s) have you been known by? _____
 Drivers licence number: _____ Version number (5b): _____
 Current Address: _____
 Home Phone: _____ Mobile: _____
 Email: _____ Work: _____

3. TENANCY HISTORY/REFERENCES

Have you ever had any Tenancy Tribunal Orders against you? Yes No Not sure
 If yes, please state details: _____
 Are you currently: Renting Boarding Flattening Own your own home Other: _____
 How long have you lived at your **current** address? _____ Years _____ Months
 Why are you leaving this address? _____
 Name of Landlord/Agent: _____ Landlord/Agent phone number: _____
 Is your landlord/agent aware that you are looking for a rental property? Yes No
 Can we contact your current landlord/agent for a Tenancy reference? Yes No
 What was your **previous** address? _____
 How long did you live at this address? _____ Years _____ Months
 Were you **previously**: Renting Boarding Flattening Owned your own home Other: _____
 Name of Landlord/Agent? _____ Landlord/Agents phone number: _____
 Was your bond refunded in full? Yes No
 If not please state why: _____

4. WORK AND INCOME NEW ZEALAND

Do you receive a benefit? Yes No
 Will your rent be paid direct from WINZ? Yes No
 What is your WINZ number? _____
 If yes, please attach a copy of the application form for rent to be paid direct from WINZ - this needs to be signed by yourself and the landlord/agent

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5. EMPLOYMENT DETAILS	
On what basis are you currently employed? <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Self Employed	
What is your occupation? _____	
Employers name: _____	Employers address: _____
Contact Person: _____	Contact phone number: _____
Length of employment: _____	Weekly/Monthly income: \$ _____
6. SELF EMPLOYED	
How long have you been self-employed? _____	Business Name: _____
Is your Company Registered? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Registration Number: _____	
Accountant Name: _____	Accountant Phone Number: _____
Do you draw a salary / wage? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how do you intend to pay rent? _____	
7. STUDENT DETAILS	
What Institute do you attend? _____	Student ID # _____
Are you an overseas student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date: _____
Who is responsible for your rent payments? <input type="checkbox"/> Myself <input type="checkbox"/> Other	If other please give details: _____
8. PETS <i>(please list details of all pets that will be kept at the property)</i>	
Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will the pet(s) be kept at the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type & Breed: _____	Age: _____ Sex: M/F Name: _____
Type & Breed: _____	Age: _____ Sex: M/F Name: _____
Have you rented a property with your pet(s) before? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have references for your pet(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had any complaints about your pet(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details: _____	
9. ADDITIONAL TENANCY REFERENCES AND/OR PERSONAL REFEREES	
1. Name: _____	Relationship to you: _____
Phone: _____	Email: _____
2. Name: _____	Relationship to you: _____
Phone: _____	Email: _____
FOLLOWING INFORMATION ONLY REQUIRED IF YOU ARE SELECTED AS THE PREFERRED APPLICANT	
Date of Birth: _____	Age: _____
10. MOTOR VEHICLE DETAILS	
How many vehicles will be kept at the property including your own? _____	
Make/Model: _____	Registration number: _____
Make/Model: _____	Registration number: _____
11. NEXT OF KIN CONTACT DETAILS <i>(please provide a contact person not living with you in the event of an emergency)</i>	
Full name(s): _____	
Relationship to you? _____	Home phone number: _____
Mobile phone number: _____	Email: _____
Address for service: _____	

12. PRIVACY DISCLOSURE STATEMENT

Holmwood Real Estate Ltd are an independently owned and operated business. We are bound by the Privacy Act 1993. We collect information about you in this form to assess your application for a Residential Tenancy. We may need to collect information about you from your previous Landlord or Agent, your current Employer and your Referees. We will also check whether any details of Tenancy default by you are held on a Tenancy Default Database. Your consent to us collecting this information is set out below. We may disclose personal information about you to the Owner of the Property to which this application relates and any third party company as outlined below. If this application is successful we may disclose your details to service providers relevant to the tenancy relationships including maintenance contractors and Landlord's insurers. We may also send personal information about you to the Owners of other Properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a Residential Tenancy may not be considered by the Owner of the relevant Property or, if considered, may be rejected.

13. PRIVACY CONSENT AND DECLARATION

I agree to the collection, use and disclosure of my personal information for the following purposes;

- Checking any of the details contained in this application form with third parties including any Tenant Information Database.
- Making enquiries with third parties in relation to my creditworthiness, including any credit reporting agency.
- Placing any of the information regarding my identity supplied on this application form on a national online database.
- Using any of the information contained on any Tenancy Tribunal Order to assist the enforcement of any unsatisfied Money Order made against me by listing details of the order on an online national database.
- Using any of the information on this application form to assist in the enforcement of any unsatisfied Order made against me by the Tenancy Tribunal.
- Debt recovery purposes including appointing an agent to collect any outstanding debts and listing defaults with any credit reporting agency.
- Checking the Ministry of Justice fines database. This may be undertaken by a credit reporting agency on our behalf which will require my personal information to be collected by and disclosed to the credit reporting agency.

I understand that any credit reporting agency to whom you may disclose my personal information may:

- Hold that information on their credit reporting database;
- Use that information for the purpose of credit reporting or for any other lawful purpose;
- Disclose that information to their subscribers for the purpose of credit checking or debt collection or for any other lawful purpose.

I understand that if I have provided to you Driver Licence information that the provision of this information was voluntary.

I confirm the information in this form is true and correct and that I have read and signed the Cautions under the Privacy Act 1993.

I agree that if I enter a Tenancy Agreement then this application will form part of the Tenancy Agreement. Cautions provided pursuant to the Privacy Act 1993 and other information before applying for a Residential Tenancy

In terms of the Privacy Act 1993 you are given notice that:

- 1) Requests Information – this application form asks you to provide personal information and
- 2) Purpose of Collection – the information collected on this form is required so that the Landlord is better able to assess whether you would be the best applicant on merit for the Tenancy and to record limited information contained in the application form on a web-based database. The limited information concerns your identity and your last known address. This information is required to assist the Landlord in locating you to enforce any unsatisfied money order made by the Tenancy Tribunal.
- 3) Recipient of Information – the information is provided by you to the Owner/Landlord/Agent/Property Manager.
- 4) Sight Information – I/we advise you that you have the right to see the information I/we hold about you.
- 5) Correct Information – to correct that information if it is incorrect in accordance with the Privacy Act 1993.
- 6) Holding Information – if you do not enter a Tenancy Agreement with the Landlord referred to on this application form, the application form will be destroyed.
- 7) Uses of Information – you are advised that some information relating to your identity and last known address may be supplied to a national web-based database.

Other information drawn to your attention:

- By completing this form you evidence the fact that you are applying to rent a Residential Property; and
- You are further advised that: If you do not supply all the information requested (other than the Driver Licence information) in this application form you may not be considered as the best applicant for the rental property or properties available; and
- You understand that, should you become our preferred applicant for this property, we may request additional information from you including but not limited to: date of birth, motor vehicle details, next of kin details, proof of income.

Please Note: A separate completed application form is required for each person who proposes to enter a Tenancy Agreement.

I, _____ (please state full legal name)
do solemnly and sincerely declare that I am over 18 years of age and affirm the information given in this form to be true and correct.

Applicants Signature: _____ Date: _____

14. SUPPORTING DOCUMENTATION

Please attach all supporting documentation to this application form, including:

- A colour photocopy of your identification such as Drivers Licence or Passport
- If you are not a New Zealand Citizen, a copy of your Visa (work/student)
- Any written references (personal / tenancy)
- Your last 3 payslips or other evidence of your income (if you are the preferred tenant)

PETS:

- Any written references
- A colour photograph of your pet(s)