

Pre-tenancy application form

Please complete this form to apply for the tenancy at the address below. The information you provide is for applying for this tenancy and may be used for a credit and reference check. Your privacy is protected under the Privacy Act 2020. Use one form for each applicant (eg if 2 adults will be residing in the property, 2 applications).

Tenancy Details	
Property Address:	
First Time Renting?:	Move In Date: / /
Tenancy Type: Fixed Term (12 Months) <input type="checkbox"/>	Periodic Tenancy <input type="checkbox"/>

Applicant Details	
Full Name:	Date of Birth: / /
Phone Number:	Mobile Phone:
Email:	
Current Address:	
How long have you lived there?	Years: <input type="text"/> Months: <input type="text"/>
Please state why you are leaving this address:	

Identification	
Type of Photo Identification:	
Please provide photo identification, such as your drivers licence or passport.	
ID number: <input type="text"/>	Version/Expiry: <input type="text"/>
<i>NB. Provision of this number is voluntary and will only be used to verify your identity and for carrying out a credit check.</i>	

Current Landlords Details - If you are currently renting	
Landlords Name:	
Phone Number:	Mobile Phone:

Email:		
May we contact this person for a reference?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
References		
<p>Please provide two referees that we can contact. Referees can be a friend, co-worker, your employer or someone who knows you well.</p> <p>One of your referees should be able to provide a reference about your creditworthiness. If you have already provided your current landlord's details, only one additional referee is needed. Please let these people know we may be contacting them for a reference.</p>		
Referee Name 1:	Phone:	
Email:		
Referee Name 2:	Phone:	
Email:		

Acknowledgement and Signature	
<p>I authorise the Landlord/Property Manager to:</p> <ul style="list-style-type: none"> • collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy; and • check various government agencies, such as (but not limited to) DIA for passport verification, NZTA for drivers license verification, tenancy services, insolvency services • disclose information about me, whether collected from me directly or from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit report (which will involve the credit reporting agency providing information about me to the Landlord/Property Manager). <p>I understand that a credit reporting agency:</p> <ul style="list-style-type: none"> • may hold my information on their credit reporting database and use it for providing credit reporting services, and • they may disclose my information to their subscribers for the purpose of checking credit or debt collection; and • as part of providing a credit report, may check various government agencies data, including the Ministry of Justice fines database for any overdue fines I may have. 	
Signed by Applicant:	Date Signed: / /
<p>Under the Privacy Act 2020, you have the right to ask for a copy of all information held about you, and have the right to request the correction of any incorrect information.</p>	