

# Tenancy Application

Attention (Property Manager): \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Rent per week \$ \_\_\_\_\_

Move in Date Desired: \_\_\_\_\_ Length of Tenancy Desired: \_\_\_\_\_

## Applicant 1:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Previous names (if any): \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile)

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Under the age of 18: Yes / No Married: Yes / No

Occupation: \_\_\_\_\_ Duration of Employment: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Manager/Contact Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Manager/Contact Phone: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Current and Previous Address Details:

Current Address: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Tenancy Start & End Dates: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Tenancy Start & End Dates: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

## Applicant 2:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Previous names (if any): \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile)

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Under the age of 18: Yes / No Married: Yes / No

Occupation: \_\_\_\_\_ Duration of Employment: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Manager/Contact Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_ Manager/Contact Phone: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Current and Previous Address Details:

Current Address: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Tenancy Start & End Dates: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Tenancy Start & End Dates: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

### Other proposed adults who would be living at the property but not named on the tenancy agreement.

3. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

4. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Number of Occupants, Pets, Smoking, Tenancy Tribunal, Other Details:**

Total number of proposed Adult occupants including applicant: \_\_\_\_\_

Total number of proposed Children: \_\_\_\_\_ Ages: \_\_\_\_\_

Do you or any other proposed occupants:

• Have any Pets? Yes / No Please List (including breed): \_\_\_\_\_

• Smoke? Yes / No

• Been to the Tenancy Tribunal? Yes / No Please List Why: \_\_\_\_\_

**Details of all motor vehicles to be parked on the property by all applicants and occupiers.**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Reg No: \_\_\_\_\_

**Additional Notes or Comments:**\_\_\_\_\_  
\_\_\_\_\_**Privacy Act 1993 Statement & Acceptance**

This application form collects personal information about you and any other applicants you name. You have a right to see the information held about you by any credit bureau or tenant default database and to correct that information in accordance with the Privacy Act.

Failure to supply all the information in this form may be detrimental to your tenancy application.

This information is required for the purpose of assessing your eligibility as a tenant, record keeping within our office, and also collecting information which may be provided to Tenancy Information NZ and/or credit bureau's and/or tenant default databases. This information would then be accessible to other authorised people that may inquire of these sources.

**Acceptance:**

I/we consent to you making any type of reference, identification verification and/or credit check including an online Tenancy Information NZ check and associated databases.

I/we consent to you providing the information in this form and details of any proven breach of my/our tenancy agreement or of the Residential Tenancies Act 1986 to any credit reporter and/or Tenancy Information N Z. This information may then be made available to authorised people through credit reporters, Tenancy Information NZ or identification verification service providers. This information is subject to the Credit Reporting Privacy Code 2004, Privacy Act 1993, Identity Information Confirmation Act 2012 or other statutory powers granted to Governmental agencies.

I/we agree that you may use information on this application form to enforce any Tenancy Tribunal order against me/us.

I/we agree that an identification photo, address details and an assessment regarding basic tenant responsibilities may be added to the Tenancy Information NZ system. This assessment will be about rent payment, keeping and leaving the property tidy, consideration towards neighbours, verbal or physical threats, illegal drugs, bad credit history, 14 Day Notices or Tenancy Tribunal orders against me/us. This information may then be made available to authorised TINZ members.

I/we confirm that we have checked out the location and presentation of the property.

I/we agree that no tenancy (including verbal or implied) exists until a Tenancy Agreement containing all the required terms has been signed by the Tenant and the Landlord (or the landlords agent). I/we understand that Rentex Ltd may not have the authority to complete the required Tenancy Agreement and I/we shall not hold Rentex Ltd responsible should a tenancy not eventuate for any reason.

I/we agree to pay and clear all initial monies up front. I/we understand that my tenancy can be cancelled by the landlord if the full monies are not paid and cleared by the tenancy start date. I/we understand that all deposits are non-refundable.

I/we confirm the information in this form is true and correct and that I/we have read and agree.

Signed Applicant 1: \_\_\_\_\_ Date: \_\_\_\_\_

Drivers License or Passport #: \_\_\_\_\_ DL Version(5b): \_\_\_\_\_ ID Expiry: \_\_\_\_\_

Signed Applicant 2: \_\_\_\_\_ Date: \_\_\_\_\_

Drivers License or Passport #: \_\_\_\_\_ DL Version(5b): \_\_\_\_\_ ID Expiry: \_\_\_\_\_

**\*\*\* Please include photocopies of ID's for all adults \*\*\*****Please return form to: Rentex Limited**

7H Douglas Alexander Parade, Albany, Auckland 0632

Phone: +64 9 451-9430 Fax: +64 9 415-5667

Email directly to your property manager &lt;first name&gt;@rentex.net.nz

or to our office info@rentex.net.nz - Web: www.rentex.net.nz