



**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.

Address of Property applying for: .....  
Applicant Tenant’s full name: .....  
Current Address: .....  
Commencement date at this address: ..... Current Phone Number: .....  
Mobile Phone: ..... Email address: .....  
Landlord’s Name: ..... Landlord’s Phone Number: .....  
Reason for moving: .....  
Number of intended occupants: Adults ..... Children .....  
Pets (if dogs please state breed): .....

**IDENTIFICATION**

Date of Birth: ..... Verified with: ..... DLversion: .....  
\*a copy of identification is required (Suitable ID: Photo driver’s licence, Passport, WINZ customer ID, Photo Credit card)  
Bank Account No.: .....  
Car Registration: ..... Type: .....  
Proof of current address: ..... (suitable proof: Power/Phone account)

**EMPLOYMENT**

Employer..... Phone Number: .....  
Time there: ..... Job Description: .....  
If you are currently receiving your income from Work & Income New Zealand please provide your customer number  
Benefit type: ..... Customer No.: .....

**CONTACT/REFERENCES** (I/We require two contact names & details – they cannot be family members nor people you intend to have living with you)

- 1. Name: ..... Phone No.: .....  
Address: .....
- 2. Name: ..... Phone No.: .....  
Address: .....

**Next of Kin**

Name: ..... Phone No.: .....  
Address: .....

**Spouse**

Name: ..... Phone No.: .....  
Address: .....



## Privacy Act 1993 Statement

This application form collects personal information about you.

This information is required for the purpose of:-

- Assessing your eligibility as a tenant;
- Collecting information which may be provided to a tenant default database and/or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement;
- Being retained within our office
- Being made available to credit bureaux and/or tenant default databases and will be accessible to other people that may inquire of this credit bureaux and/or tenant default database;

Failure to supply all the information in this form means you may not be considered for my/our tenancy(ies)

- 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.

### **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 if I have given anyone my authority to do checks on these credit bureaux or tenant default databases or their checks otherwise conforms to the terms of the Credit Reporting Privacy Code 2004.
4. I agree that you may use any of the information on this application form to enforce any judgment 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 performed regarding:
  - payment of rent
  - keeping the dwelling and grounds tidy
  - being considerate towards neighbours
  - keeping and leaving the dwelling and grounds tidy
  - if we are declined a tenancy – for any reason
  - Any verbal or physical threats
  - Any illegal use or manufacture of drugs within the tenancy
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 stated above.

Signature: .....

Date: .....