

Tenancy Application Form

PROPERTY DETAILS

Address of Property:

Lease commencement date:

Lease Term:

No. occupying the property:

Pets: Yes No

Desexed: Yes / No

CCC Rego No:

Breed of Pet:

Pets Name:

Day rental payment to be made:

Weekly / Fortnightly / Monthly

PERSONAL DETAILS

Given Name(s):

Surname:

Date of Birth:

Current Address:

Previous Address:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Drivers Licence No:

Version (5B):

Passport No:

Passport Issued by:

Super Gold Card No:

Do you hold a current Gun Licence: YES / NO

Gun Licence Number:

How many guns will be kept at the property:

NEXT OF KIN (Must be a New Zealand contact, not living at the same property)

Given Name(s):

Surname:

Relationship to you:

Address:

Phone:

Mobile:

Email:

CURRENT TENANCY DETAILS

Length of time at current address:

Rent Paid:

Reason for leaving:

Name of Landlord / Agent:

Phone:

Tenancy Application Form

PREVIOUS RENTAL HISTORY

Previous Address:

Length of time at above address:

Rent Paid:

Name of Landlord / Agent:

Phone:

CURRENT EMPLOYMENT

Occupation:

Current Employer:

Employers Address:

Contact Name (pay roll / manager):

Contact Number:

Length of Employment:

Net Income:

SELF EMPLOYMENT DETAILS

Company Name:

Business Type:

Business Address:

Position Held:

ABN:

Accountant Name:

Phone:

Net Income:

PREVIOUS EMPLOYMENT

Occupation:

Employer:

Employers Address:

Contact Name (pay roll / manager):

Contact Number:

Length of Employment:

Net Income:

STUDY DETAILS

Place of Study:

Course Name:

Course Length:

Enrolment / Student No:

REFEREES

Referee Name:

Relationship:

Phone:

Mobile:

Referee Name:

Relationship:

Phone:

Mobile:

Tenancy Application Form

PLEASE ANSWER THE FOLLOWING

Have any of your previous tenancies been termination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an existing reason that may affect your rent payment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT OF Erskine and Owen Ltd

We are an independently owned and operated business. We are bound by the Privacy Act 1993. We collect personal 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 landlords or letting agents, your current employer, credit agencies and your referees. 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. If this application is successful we may disclose your contact details to maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our office. 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.

PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Erskine + Owen Ltd. I authorise Erskine and Owen Ltd to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize Erskine + Owen to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Department of Housing & Building National Tenancy Database (NTD).

I authorize Erskine and Owen Ltd to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside New Zealand and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

Tenant Name	Signature	Date
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Tenancy Application Form

This application provides us with the necessary information to make a decision as to whether you would be suited to the property you are applying for.

One form should be completed by **every** intending adult.

What does it mean?

It gives us the authority to run credit checks and contact referees. Once the form the property is held until a decision by the property manager is made.

What happens to the money?

If your application is **successful** you will then need to make an appointment to complete a Tenancy Agreement with the property manager.

Upon signing a tenancy agreement a letting fee of one weeks rent plus GST, a bond of 3 weeks¹ bond and two weeks rent in advance will be payable.

¹ Paid to the Department of Housing