

# PRE TENANCY APPLICATION FORM

This form may accept by the private landlords or property agents & managers. 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 1993.

## Tenancy details

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Property apply for:

Prefer to commence the tenancy:

Date:

## Applicant details

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Full name:

Date of birth:

Phone number:

Mobile phone:

Email:

WINZ client number:

How many people will reside the above tenancy?

Adults:

Children :

☐ I have pets. \_\_\_\_\_ ☐ I don't have pets.

## Current Tenancy

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Current address:

Current rent:

How long have you lived there?

Years:

Months:

☐ I am renting this property. ☐ I am the owner ☐ I live with parents ☐ I am a boarder ☐ Other \_\_\_\_\_

The reason you are leaving this address: \_\_\_\_\_

Current landlord or Property Manger's name and contact details.

Name(s)

Landlord / Property Manager

Phone:

Mobile:

☐ My landlord / property manger has been informed to expect phone call for reference check.

## Identification

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Driver's licence number:

Version no. (if applicable) :

NB: Provision of this number is voluntary and will only be used to verify your identity and for carrying out a credit check

Passport:

Car/vehicle registration number:

Make and model:

Make and model:

Alternative form of ID:

## Employment

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I am currently: ☐ Employed ☐ Unemployed ☐ Student ☐ Self-employed ☐ Receiving WINZ benefit ☐ Other \_\_\_\_\_

If employed: ☐ Full time ☐ Part time

Company name:

My Position:

Employer name:

Position:

Phone:

Email:

☐ My employer has been informed to expect phone call for reference check.

Gross weekly income:

## Emergency contact / Next of Kin

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Name:

Address:

Phone number:

Mobile phone:

Email:

Relationship:

## References

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Please provide two referees that I can contact. Referees can be a friend, co-worker, your employer or someone who knows you well.

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 I may be contacting them for a reference.

Referee name 1:

Referee name 2:

Phone:

Phone:

Email:

Email:

Relationship with me:

Relationship with me:

## Declaration

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**I authorise the RENTDIY/Landlord/Property Manager to:**

- Use above information as as necessary to obtain personal references and a credit check.
- Collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy; and
- 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).

**I understand that the credit reporting agency:**

- 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 credit checking or debt collection; and
- as part of providing a credit report, may check the Ministry of Justice fines database for any overdue fines I may have.

**I have read and understood this application form and understand if any false information is given, my application will be declined immediately.**

## **Signature**

Signed by:

Date:

Under the Privacy Act 1993, the applicant have the right to ask for a copy of all information held about him/her, and have the right to request the correction of any incorrect information.