

Tenancy Application Form

Please complete one application per person over the age of 18

Tenancy Details _____

Property address: _____ Rent per Week: _____

Date you would like to move in: _____ Length of tenancy: _____

Applicants Details

Full Name: _____ D.O.B: _____

Female/Male: _____

Current Address: _____ Length of time at current address: _____

Is your property: Rented/Owned/Boarding: _____

Previous Address: (if current address is less than 1 year) _____

Nationality/Residency Status: (copy of Visa is required if not NZ Citizen) _____

Phone (mobile): _____ Phone: (home) _____

Email: _____

Have you ever been to the Tenancy Tribunal? _____

Have you had money deducted from your bond? _____

Reasons: (please explain)

Reference Details**Work References: (please supply 3 months' worth of payslips)**

Employer: _____ Job Title: _____

How long with employer: _____ Work address: _____

Reference person: _____ Reference phone: _____

Weekly Income: _____

If self-employed: (please supply your last 2 GST returns or copy of bank statements showing proof of income)

Name of company: _____ Description of trading: _____

How long have you been self-employed: _____

Landlord References: (please provide proof of address)

Current Landlord: _____ Phone: _____

Current rent pw: _____

Previous Landlord: _____ Previous Landlord Phone: _____

Other Occupants: (under the age of 18)

Full Name: _____ D.O.B _____ Age: _____

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Do you have any pets or planning on getting a pet?**What kind of pet do you have?****Next of Kin/Relative not living with you:**

Full Name: _____ Address: _____

Phone: _____

Monies to be paid:

\$100 deposit is required to hold the property under your name while the application is being processed. This is fully refundable once the application has been approved or it can be put towards moving in costs if you choose. If you decide to change your mind once you have been notified the application is about to be processed or anyway part through the drawing up of the tenancy agreement, the deposit will not be refunded.

1-2 weeks rent in advance (at owners discretion - pays for first week/s)

4 weeks bond

TO BE PAID INTO ACCOUNT: **FIRST CHOICE PROPERTY MANAGEMENT LTD Westpac 03-1391-0054229-00**

Supporting Documents to be submitted with this application form: (send to sarah@firstchoicepropertymanagement.co.nz)

Photo ID – NZ Drivers Licence preferred ☐

Proof of address ☐

Last 3 months of rent statements ☐

Proof of income ☐

DECLARATION

The details on this form are required by FCPM Ltd for management and administration purposes. Your application to rent a property through FCPM Ltd is subject to the verification and approval by FCPM Ltd of the details supplied by you. Failure to supply full and correct details may result in non-acceptance of offer to rent or termination of tenancy. Agreeing to the terms and conditions of this Application Form deems you to have accepted the tenancy on offer at the rent per week and from the commencement date stated on the above form. If after verification and approval of this application by FCPM Ltd you decide not to proceed with this tenancy, you will be required to give 21 days' notice as set out in the Residential Tenancy Act 1986. The deposit is only refundable if FCPM Ltd declines your application. The applicant has the right of access to and may request the correction of personal information on this form while it is held by the Landlord. A separate Form is required for each signatory to any Tenancy Agreement. I/We grant authority to the Landlord under provisions of the Privacy Act 1993 Principle 2(2)(b) 3(4)(a) 10(b) and 11(d) to collect, disclose, use and to make enquiries into any information on this form and on any matter relating to any tenancy relevant to myself. I agree that this authority is irrevocable. I/We hereby certify that the information given in this application is true and correct. I/We hereby agree to pay FCPM Ltd a letting fee which shall become due upon submitting this application. I/We acknowledge that FCPM Ltd may charge the owner of the property a commission or fee in connection with my/our tenancy.

Full Name: _____ **Signed:** _____ **Date** _____

Privacy Statement

(For use where tenancy application will be completed by an individual)

By completing this Application Form you agree to the collection, use and disclosure of Personal Information in accordance with this Privacy Statement. Personal Information includes any information that identifies you or another person, that you provide, or have provided, to us or authorise us to collect at any time (including default information and updated information). This Privacy Statement does not limit our rights and obligations under the Privacy Act 1993.

If you provide to us, or authorise us to collect, Personal Information about a third party (such as a guarantor), you confirm that that the relevant person has authorised us to collect, use and disclose their Personal Information in accordance with this Privacy Statement and that you have informed them about their rights to access their Personal Information set out below.

It is not mandatory to provide us, or authorise us to collect, Personal Information. However, if you do not do so, it is likely to affect our assessment of your tenancy application.

We may collect and use Personal Information to: (a) assess your suitability for a tenancy, including assessing your and your guarantor's creditworthiness and reference checking; (b) manage and monitor your tenancy (if your application is approved); (c) collect any amounts that you owe to us and/or enforce any Tenancy Tribunal order.

We may use the services of, or provide services to, Dun & Bradstreet (New Zealand) Limited (D&B) (and any other credit reporter and/or debt collection agency), Tenancy Information New Zealand Limited (TINZ) and their respective related companies (together Authorised Agencies). We may collect Personal Information from, and disclose Personal Information to, Authorised Agencies for any of the purposes described in this Privacy Statement and we may authorise Authorised Agencies to hold, use and disclose Personal Information for the purpose of providing their (or other Authorised Agencies') services to us and to other clients. You agree that, subject to applicable laws, Authorised Agencies may use and disclose Personal Information to provide marketing services to their clients and Authorised Agencies and their clients may communicate with you (including by electronic means) about services and offers that they think may be of interest to you.

Personal Information will be held by us at Head Office 5021 Kaipara Coast Highway Wellsford. You have the right to access and request correction of your Personal Information by contacting us at sarah@firstchoicepropertymanagement.co.nz

I confirm that all of the information I have provided to you is accurate, complete and not misleading and I have read, understood and agree to the Privacy Statement set out above.

Full Name of Applicant:

Sign:

Date: