

# TENANCY APPLICATION FORM

The purpose of this form is to identify requirements that you have for a new home and to help us to find the best place for you. As some information collected in this form is personal it remains confidential to HARCOURTS, TARANAKI PROPERTY SPECIALISTS Ltd MREINZ and is used solely for the use of determining properties that will suit your wants and needs in a home to process an application should you decide on a property. Please try to fill out as much information that you can.

**ADDRESS OF PROPERTY APPLYING FOR:** .....

**Weekly Rent:** \$..... **Agent you viewed property with:** Rodney Lay or Lisa McNab **Date:**.....

**PROPERTY INFORMATION**

**# of persons to occupy:** Adults: ..... Children: ..... **Ages of Children:** .....

**Do you have pets?:** Yes/No **If yes what type:** .....

**Is anyone that will be living there a smoker?** No / Yes / Outside only

**Required start date of Tenancy (if successful):** ..... **Term of Tenancy:** 6 mths/12 mths/other.....

**PERSONAL INFORMATION**

**Full Name:** .....

**Current Address:** .....

**HM:** ..... **WK:** ..... **MB:** .....

**E-mail:** .....

**Period at Current Address:** ..... months **Current Weekly Rent:** \$.....

**Reason For Leaving Present Accommodation:** .....

**Previous Address:** .....

**Have you ever had a claim on your bond?** Yes/No (if yes please state why).....

**Date of Birth:** ..... **Age:** ..... **D/Licence #:** ..... **Version #:** .....  
(Or other ID with signature and DOB) (#5b on your licence).

**Car Registration:** ..... **Make of car:** .....

**Employed:** Yes/ No **Company Name:** .....

**Period There:** ..... **Occupation:** ..... **Income:** \$.....pw

**Phone of Employer:** ..... **Contact Person:** .....

**ARE YOU A BENEFICIARY:** YES or NO **if yes will your rent be paid direct from WINZ** YES or NO

**Next of Kin (not living with you):** .....

**Their Address:** .....

**Contact Telephone No:** ..... **Relationship:** .....

**WRITTEN REFERENCES ARE REQUIRED – References from parents/relatives will not be accepted**

**Present Landlord:** ..... **Phone:** .....

**Previous Landlord:** ..... **Phone:**.....

**FILL IN DETAILS OVER PAGE - PTO - IF SECOND PAGE IS NOT COMPLETED APPLICATION WILL NOT PROCEED**

**JOINT APPLICANT**

Full Name: .....

Current Address: .....

HM: ..... WK: ..... MB: .....

E-mail: .....

Period at Current Address: ..... months      Current Weekly Rent: \$.....

Reason For Leaving Present Accommodation: .....

Previous Address: .....

Have you ever had a claim on your bond? Yes/No (if yes please state why).....

Date of Birth: ..... Age: ..... D/Licence #: ..... Version #: .....  
(Or other ID with signature and DOB)      (#5b on your licence).

Car Registration: ..... Make of car: .....

Employed: Yes/ No Company Name: .....

Period There: ..... Occupation: ..... Income: \$.....pw

Phone of Employer: ..... Contact Person: .....

ARE YOU A BENEFICIARY: YES or NO if yes will your rent be paid direct from WINZ YES or NO

Next of Kin (not living with you): .....

Their Address: .....

Contact Telephone No: ..... Relationship: .....

**WRITTEN REFERENCES ARE REQUIRED – References from parents/relatives will not be accepted**

Present Landlord: ..... Phone: .....

Previous Landlord: ..... Phone:.....

**CHECKLIST** - Please ensure you have completed all of the following information before you submit your application form. Please note that we may not proceed with your application if you have not completed all of the criteria stated.

- I have viewed the property with an Agent (you must view the property with an agent before we can proceed with your application)
- I have completed the application form in full
- I am over the age of 18 years (you must legally be 18 years or older to go on a tenancy agreement)
- I have attached written references from my current and previous landlords
- I have attached a photocopy of my identification (drivers licence/passport) (we can photocopy this for you in the office)
- An application form has been completed by each of the intended (adult) occupants

**DECLARATION**

I/We appoint TARANAKI PROPERTY SPECIALISTS Ltd MREINZ to be my/our agent & agree to pay a fee of one weeks rent plus GST. I acknowledge that if I decide to withdraw after I have verbally agreed to take the property; that I am liable for a cancellation fee, a minimum of not less than one weeks rent plus GST. In addition to the letting fee, I/we agree to pay in full one week's rent in advance plus a bond equivalent to 3 x weeks rent prior to taking possession of the property.

I/We authorize TARANAKI PROPERTY SPECIALISTS Ltd MREINZ or its agents to retrieve such information about myself/partner or flatmates to establish previous landlord/credit check/employment and other references as provided. This information shall remain the property of TARANAKI PROPERTY SPECIALST Ltd MREINZ

Name: ..... Signed: ..... Date: .....

Name: ..... Signed:..... Date:.....