

# TENANTS APPLICATION TO RENT

**Please ensure you read all the information overleaf before signing and submitting this form**

**PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THIS FORM**

### CAUTIONS AND INFORMATION DRAWN TO YOUR ATTENTION IN TERMS OF THE PRIVACY ACT 1993

1. This information collects personal information about you.
2. You understand that we are asking you for personal information about you so as to use a consumer credit reporting service to credit check you; you understand that:
  - A consumer credit reporting service will give us information about you for that purpose.
  - We will give your personal information to a consumer credit reporting service, and that the credit reporting service will hold that information on their systems and use it to provide their credit reporting service.
  - When other customers of the consumer credit reporting service use the credit reporting service they may give the information to those customers.
  - If you default in your payment obligations to us, information about that default may be given to the consumer credit reporting service, and the credit reporting service may give information about your default to other credit reporting service customers.
3. This information is being collected by the Landlord/Property Manager whose address is shown.
4. The intended recipient of this information is the Landlord/Property Manager referred to over the page and/or the owner of the property.
5. The information is also required so that we can check the details you provide us, with other Owners/Landlords/Rental Managers, and assess your merit as a tenant.
6. If you do not provide all the information requested you may not be regarded as the best applicant for the property/properties offered.
7. If you sign a Tenancy Agreement with EDINBURGH REALTY LIMITED, we will keep a record of the information you give us.
8. You have the right to check on the information we hold about you and to have it corrected, if it is wrong.
9. If you do not sign a Tenancy Agreement with EDINBURGH REALTY LIMITED, the information you give us will be retained for 6 months and then destroyed.
10. This information is also required to assess whether you are a minor and able to enter a Tenancy Agreement without the approval of the Tenancy Tribunal.
11. A separate form is required for each signatory or proposed signatory to any Tenancy Agreement.

This information is provided by you for the purpose of assessing your eligibility as a tenant for:

The property at: \_\_\_\_\_

Proposed tenancy start date: \_\_\_\_\_

Proposed tenancy period: \_\_\_\_\_ Rent pw: \$ \_\_\_\_\_

Surname:		If married, maiden name:	
First Names:		Email::	
Date of birth:	Age:	If under 18, are you married? YES/NO	
Current Address:			
City:		Home phone:	
Length of time there:		Mobile:	
Reason for moving:		Business:	
Number of dependents living with you:		Ages:	
Names of dependents:			
Do you have Pets? YES/NO Type			
<b>Are you a smoker? YES/NO Please note:</b> smoking is not permitted inside any of our properties.			
<b>In Case of Emergency/Next of Kin (Not to be living with you. If under 25, a parent must be nominated)</b>			
Name:		Relationship:	
Address:		Phone:	
<b>CAR:</b> Make:	Model:	Reg No:	Year:
<b>Your income source:</b>		<b>Income: \$</b>	
Employer/Institute:			
Occupation/Major		Length of time there/Year of Study	
Address:			
City:		Phone:	
How did you find out this property was available to rent? (eg, newspaper, internet, sign, friend, etc)			

Do you receive a WINZ benefit?		YES/NO	
WINZ No:		Type:	
Name of Bank		Branch	
<b>Current or Previous Landlord or References (someone other than family who can vouch or you):</b> Name:			
Address:		Phone No:	
Previous Address (1)		Landlord (if applicable): Phone:	
Previous Address (2)		Landlord: Phone:	
Photo ID required: Drivers License/Passport/Other:		Verified by:	
Will anyone else be living with you at the property? YES/NO (Unless married, then they will be required to complete a separate application also) Names of others:			
OFFICE USE ONLY: Property Manager:		Checks completed References Y/N Credit Y/N ID: Y/N	
Tenant offered property Y/N		Hold on file Y/N	
		Owner notified Date:	
		Past client Y/N	

### TENANTS DECLARATIONS, CONSENTS AND AGREEMENTS

1. I declare that the "Cautions and Information" drawn to your attention in terms of the Privacy Act 1993 portion of the "Tenants Application to Rent" form was drawn to my attention before I completed the form myself.
2. I understand that you are asking me for personal information about me so as to use a consumer credit reporting service to credit check me; I understand that:
  - a. A consumer credit reporting service will give you information about me for that purpose.
  - b. You will give my personal information to a consumer credit reporting service, and that the credit reporting service will hold that information on their systems and use it to provide their credit reporting service.
  - c. When other customers of the consumer credit reporting service use the credit reporting service they may give the information to those customers.
  - d. If I default in my payment obligations to you, information about that default may be given to the consumer credit reporting service, and the credit reporting service may give information about my default to other credit reporting service customers.
3. I consent to the Landlord/Property Manager contacting my references that I have recorded on this form, to check on any details that I have provided.
4. I agree that the Landlord/Property Manager may use any information provided on this form to assist them in assessing my creditworthiness (credit check to be completed by Protocol Credit Bureau) as a prospective tenant and in collecting any monies owing in rent or damages, or to enforce any Judgement or Money Order against me. All costs incurred in the collection of overdue amounts will be payable by the debtor.
5. I declare that all the details contained in the "Tenants Application to Rent" form overleaf are true and correct.
6. I agree that the Landlord/Property Manager can obtain other information about me.
7. I agree to any of this information being given to another landlord, credit bureau, or tenant default database.
8. If I rent accommodation introduced to me by EDINBURGH REALTY LIMITED, then I agree to pay EDINBURGH REALTY LIMITED a letting fee or commission equal to one weeks rent plus GST, if applicable.
9. I agree that should I be successful with my application, I will be required to pay, prior to the start of the tenancy, at least 1 week and not more than two weeks rent in advance, a bond of not more than the equivalent of four weeks rent and the letting fee or commission as stated in Clause 8 above.
10. I declare that this authority cannot subsequently be cancelled by me.
11. Should I be unsuccessful with this application, I authorise EDINBURGH REALTY LIMITED to hold my information on file for other properties that may become available.
12. If EDINBURGH REALTY LIMITED are unable to make contact with you, the name and address supplied as "In Case of Emergency" shall be a contact address.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicant)