

# APPLICATION FOR A RESIDENTIAL TENANCY

For Properties Managed by Custom Residential Ltd

## CAUTIONS PROVIDED PURSUANT TO THE PRIVACY ACT 1993 BEFORE APPLYING FOR A RESIDENTIAL TENANCY

### INTERMS OF THE PRIVACY ACT 1993 YOU ARE GIVEN NOTICE THAT:

1. **Requests Information.** This application form asks you to provide personal information.
2. **Purpose of Collection.** The information is being collected on this form by the landlord / rental manager whose address is shown on page 4 and is required so that the landlord / rental manager can check the information and be able to assess whether you would be the best applicant on merit for the tenancy and we are also obliged to inquire whether you are a minor.
3. **Recipient of Information.** The intended recipient of this information is Custom Residential whose name appears at the top of this form or the landlord and
4. **Sight information.** We advise that you have the right to see the information we hold about you.
5. **Correct Information.** To correct that information if it is incorrect.
6. **Holding Information.** In the event that Custom Residential is required to carry out a credit check then Custom Residential are obliged by law to retain the record of that application.

### OTHER INFORMATION DRAWN TO YOUR ATTENTION:

**Understanding.** By completing this form you evidence the fact that you are applying to rent a residential house / flat / apartment.

**You are further advised that:** If you do not supply all the information requested in this form you may not be considered as the best applicant on merit for a specific property or other properties available for rent and

**Please note:** A separate completed application form is required for each adult who proposes to enter a tenancy agreement as a tenant or reside at the property.

**Identification:** Please provide a copy of either your driver's licence or passport.

..... Date: ...../...../.....  
Signature of Applicant

**RENTAL PROPERTY APPLYING FOR:**

Property Address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
Rent Per Week: \$ \_\_\_\_\_ Preferred Move In Date: ...../...../.....  
Length of Tenancy Required: \_\_\_\_\_  
How did you find out about this property?  
Custom Residential TradeMe RealEstate.co.nz Sign Board Facebook Other

**APPLICATION DETAILS (Please Print)**

Full Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
How Long at this address: \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**IDENTIFICATION (please provide photo identification such as your drivers license or passport)**

Driver's License No: (5a) \_\_\_\_\_ (5b) \_\_\_\_\_  
*Provision of this number will be used for verifying your identity and carrying out a credit check*  
Passport No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ If under the age of 18 are you married? Yes / No  
Bank Account details: \_\_\_\_\_  
Criminal Record  
Have you ever been convicted of any crime or offence (other than one concealed by the Criminal Records (Clean Slate) Act 2004)? Yes/No

**OCCUPANCY DETAILS**

Pets: Do you have a pet? Yes / No If yes, what type of pet/s? \_\_\_\_\_  
Smoking: Are you, or any other prospective occupants, a smoker? Yes / No  
Motor Vehicle: Will you be parking a motor vehicle on the property? Yes / No  
If yes, state details: Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Registration Number: \_\_\_\_\_  
Number of people intending to reside in the property (including applicant): \_\_\_\_\_  
Names and ages of all people intending to reside in the property: \_\_\_\_\_

**CURRENT RENTAL DETAILS**

If renting at current address rent paid per week: \$ \_\_\_\_\_  
Why are you leaving? \_\_\_\_\_  
Name of Property Manager / Agent / Landlord: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_



**PREVIOUS RENTAL DETAILS**

Property Address: \_\_\_\_\_  
Rent Per Week: \$ \_\_\_\_\_  
How long at this address: \_\_\_\_\_ Date vacated..... / ..... / .....  
Reason for leaving? \_\_\_\_\_  
Name of Property Manager / Agent / Landlord: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Have you ever had a tenancy terminated before? \_\_\_\_\_  
If YES give details: \_\_\_\_\_

**CURRENT EMPLOYMENT**

Current Employer / Company (if employed) \_\_\_\_\_  
Gross Income Per Week: \$ \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Contact Name & Number (Manager): \_\_\_\_\_  
Other Income Source if not currently employed: \_\_\_\_\_  
Gross Income per week: \_\_\_\_\_

**PREVIOUS EMPLOYMENT (if less than 12 month)**

Previous Employer / Company (if employed) \_\_\_\_\_  
Gross Income Per Week: \$ \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Contact Name & Number (Manager): \_\_\_\_\_  
Other Income Source if not currently employed: \_\_\_\_\_  
Gross Income per week: \_\_\_\_\_

**CONTACT DETAILS NEAREST RELATIVE (to be used in case of an emergency only)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_



## TENANTS DECLARATIONS, CONSENTS AND AGREEMENTS

I agree to you obtaining other information about me and contacting any of the following referees (Not relatives):

- 1) \_\_\_\_\_ Phone: \_\_\_\_\_
- 2) \_\_\_\_\_ Phone: \_\_\_\_\_
- 3) \_\_\_\_\_ Phone: \_\_\_\_\_

**I agree** that the landlord may use this information to carry out any or all credit checks to assess my creditworthiness and I understand that if a credit check is carried out on me the credit reporter may hold my information on their credit bureau and use it for credit reporting services and any other lawful purpose and they may disclose my information to their subscribers for credit reporting purposes.

**I agree** to any of this information or any default information being given to another landlord, credit bureau or tenant default database.

**I agree** that you may use any of the information on this form to enforce any judgment in respect of the tenancy agreement or in respect of any Order against me made by the Tribunal.

**I agree** that I have voluntarily given you my driver license details and that you may verify my driver license details with the NZTA.

**I agree** to you giving my information to the Ministry of Justice to check for any overdue fines I may have and that a credit reporter may carry out this check for you which will mean the information will be given to the credit reporter.

**I agree** to pay any or all cost of collection including disbursements, fees, commissions and charges.

**Photographs** - I consent to Custom Residential taking photographs of the residential premises as part of their service to the landlord and understand that these photographs may be supplied to the landlord or any other party as required. I consent to the photographs being stored for a period of up to 7 years or such further time as is legally appropriate, following the expiry of Custom Residential's management of the residential premises. I understand that Custom Residential will take all reasonable steps to ensure that the photographs do not contain any information that could lead to identification and that Custom Residential will take all reasonable steps to ensure that the photographs are securely stored.

**Illicit Substances** - I agree that the property may be tested for the presence of any illicit substances during the term of the tenancy.

**I confirm** that the information in this form is true and correct and that I have read and signed the Cautions under the Privacy Act 1993 and all of the other information contained in this Application to Rent form before completing the application form itself.

**I understand** that any false or misleading information given in this application may render the tenancy, if I am accepted, liable to termination.

**I declare** that to the best of my knowledge the above information and that submitted in any accompanying documents is correct.

..... Date: ...../...../.....  
**Signature of Applicant**



<b>OFFICE USE ONLY</b>	Date: ..... / ..... / .....
• Credit check completed	_____
• References checked	_____
• Landlord approved	_____
• WINZ form	_____
• Other	_____