

Tenancy application form

To: Bay of Islands Property Management Limited
 Phone: (09) 4079374 Unit C, 3 Homestead Road, Kerikeri

Property:.....

To enable processing of this application the applicant must provide:

- **Photo identification, e.g. driver's license, passport, WINZ number**
- **Proof of current address, e.g., Telecom or electricity account**

How did you find out about the rental property?

Rent Sign Rental list Newspaper Window card internet other

Applicant 1 Details		
Last Name	First Names:	
Date of birth:		
Drivers license number (5a)	Card Version number (5b)	
Car registration/make and model:		
Present phone numbers: Home	Work	Mobile
Email		
Are you or any prospective occupant a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Pet:	Breed:
How long would you like to rent this property for?		
Move in Date:		

Current home details:	
Address:	
<input type="checkbox"/> Renting or <input type="checkbox"/> Own	Current Rent
Name of agent/landlord:	
Phone/fax number of agent/landlord:	
How long have you lived there?:	
Reason for leaving?:	
Do you expect the bond to be refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had a tenancy terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, give details:	

Your source of income: (i.e. Salary, wages, benefit, savings etc.)	
Name of current employer:	
Phone	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed (Weekly cash drawings)	
Position held:	Period of employment:
Net Weekly wage (after tax):	
Brief outline of previous employer	
Other information to support your application	
Next of kin (Not living with you):	Phone:
Address:	

REFERENCES – Include 2 references (no family members please). Overseas references must be in writing. Previous or current landlord references are best.	
Name:	Phone:
Type of Reference (i.e. landlord, character, employment etc.	
Name:	Phone:
Type of Reference (i.e. landlord, character, employment etc.	

Applicant 2 Details	
Last Name	First Names:
Date of birth:	
Drivers license number (5a)	Car Version number (5b)
Car registration/make and model:	
Present phone numbers: Home	Work Mobile
Email	
Are you or any prospective occupant a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Pet: Breed:
How long would you like to rent this property for?	
Move in Date:	

Current home details:	
Address:	
<input type="checkbox"/> Renting or <input type="checkbox"/> Own	Current Rent
Name of agent/landlord:	
Phone/fax number of agent/landlord:	
How long have you lived there?:	
Reason for leaving?:	
Do you expect the bond to be refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had a tenancy terminated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, give details:	

Your source of income: (i.e. Salary, wages, benefit, savings etc.)	
Name of current employer:	
Phone	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed (Weekly cash drawings)	
Position held:	Period of employment:
Net Weekly wage (after tax):	
Brief outline of previous employer	
Other information to support your application	
Next of kin (Not living with you):	Phone:
Address:	

REFERENCES – Include 2 references (no family members please). Overseas references must be in writing. Previous or current landlord references are best.	
Name:	Phone:
Type of Reference (i.e. landlord, character, employment etc.	
Name:	Phone:
Type of Reference (i.e. landlord, character, employment etc.	

Please list all other persons who will reside in the property. If children, please include their age.

(All other adults will also need to complete a separate application form)

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

Do you accept the property in its present condition? Yes No

I/We the applicants/s do solemnly and sincerely declare that the information provided is true and correct.

I/We acknowledge and accept that if this application is not successful, the agent is not obliged to give reasons.

I/We acknowledge that if unsuccessful, this application will be destroyed after 14 days.

Applicant's signature:.....Date:.....

Applicant's signature:.....Date:.....

Information for prospective tenants

Please read carefully before completing your application

We will contact you and inform you whether your application was successful or not. Please be aware that some properties attract more than one applicant, and that if you are unsuccessful it does not necessarily mean that you are unsuitable.

Fee payable upon withdrawal of application – If you withdraw your application after it is approved you agree to pay to Bay of Islands Property Management a fee equal to \$25 including GST for each applicant.

Initial payment of rent and bond

Prior to taking possession of the property we require 4 weeks' bond and 1 weeks' rent, and a letting fee of 1 week plus GST.

All monies must be paid prior to collecting the keys.

Rent Payments

It is our policy that all rental payment are to be made via automatic bank payment each week. Except for the initial payment of bond, rent and letting fee we do not accept rental payments via cash directly through our office.

I consent to you providing the information in this form and details of any proven breach of my tenancy agreement or of the Residential Tenancies Act 1986 to any credit bureau or tenant default database.
I acknowledge that the information may then be publicly accessible through credit bureau or tenant default databases (TINZ).
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 Tenancy Tribunal.

Privacy Act 1993 statement

For the purposes of the Privacy Act 1993:

1. This application form collects personal information about you.
2. This information is required to:
 - Assess your eligibility as a tenant and
 - Collect information which would be provided to a tenant default database (TINZ) or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement. A tenant default database records the names of persons who have been found to breach a tenancy agreement for the Residential Tenancies Act 1986 by the Tenancy Tribunal.
3. The information in the tenancy application form will, if you enter into a tenancy agreement with us, be held on a database and used by us and by the owner of the rented property.
4. The information will also be made available to credit bureau or tenant default databases.
5. If you do not supply all the information in this form, you may not be considered as a tenant for any of the properties we administer.
6. You have the right to see the information we hold about you and to correct that information in accordance with the Privacy Act.
7. I confirm the information in this statement is true and correct and that I have read and understood everything on the form, including the Privacy Act 1993 statement above.
8. Should BOI Property Management Ltd introduce me/us to any premises which leads to me/us taking tenancy I/we undertake to pay your fee of 1 weeks' rent plus GST.

Acceptance

1. I consent to you providing the information in this form and details of any proven breach of my tenancy agreement or of the Residential Tenancies Act 1986 to any credit bureau or tenant default database.
2. I acknowledge that the information may then be made publicly available through credit bureau or tenant default databases.
3. I agree that you may use any of the information on this application form to enforce any judgment in respect of the tenancy agreement or in respect of any order against me by the Tenancy Tribunal.
4. I agree that an assessment regarding my fulfillment of basic tenant responsibilities may be added to an internet-based tenant reference website. This assessment will be about how I/we perform in respect of:
 - Payment of rent
 - Keeping the dwelling and grounds tidy
 - Being considerate towards neighbors
 - Leaving the dwelling and grounds tidy
 - If we are declined a tenancy – for any reason
5. If I am declined this tenancy for reason of a bad credit history or Tenancy Tribunal orders against me, I am aware that this may be placed on a tenancy database.
6. I confirm the information in this form is true and correct and that I have read the Privacy Act statement as shown above.

I/We hereby authorise [Bay of Islands Property Management Ltd](#) to use and disclose my/our personal information in accordance with the above Privacy Act.

Applicant 1: full name:

Signed: Date:

Applicant 2: full name:

Signed: Date: