

Pre-Tenancy Application Form

Tenancy Details

Property Address: _____

Date required: _____

Tenancy Term: Please circle one. 3 Months/6 Months/12 Months/24 Months or longer.

- 1. Please complete the following details to apply for the tenancy at the above address.**
- 2. The information you provide is for the purpose of applying for this tenancy only and may be used for a credit and reference check. Your privacy is protected under the Privacy Act 1993.**

Applicant Details

Name(s): _____

D.O.B: _____ No. of Dependant(s): _____ Smoker: _____

Drivers Licence & Version/Passport/Other ID:

Contact numbers: (Mobile): _____ (Work): _____ (A/H): _____

Email _____ Details of Pets: _____

Occupation: _____ Name of Employer: _____

Period of Employment: _____ Business Phone: _____

Income: _____ Car Registration Number: _____

Have you ever been to The Tenancy Tribunal ? _____ If so please advise the outcome:

Second Applicant Details

Name(s): _____

D.O.B: _____ No. of Dependant(s): _____ Smoker: _____

Drivers Licence & version/Passport/Other ID:

Contact numbers: (Mobile): _____ (Work): _____ (A/H): _____

Email _____ Details of Pets: _____

If yes, what type and breed. _____

Occupation: _____ Name of Employer : _____

Period of Employment: _____ Business Phone: _____

Income: _____ Car Registration Number: _____

Have you ever been to The Tenancy Tribunal ? _____ If so please advise the outcome:

WE WILL REQUIRE VERIFICATION OF THE INCOME STATED ABOVE

This can be a recent pay slip or letter from your employer, or a bank statement or a government assistance letter.

Next of Kin

Name: _____

Address: _____

Relationship: _____ Contact Phone: _____

Present Address

Present Address: _____

Period of Occupancy: _____ Rent Paid: _____

Landlord: _____ Contact Number: _____

Reason for Leaving: _____

Other Intended Occupants

Full Name: _____ Relationship: _____

Full Name: _____ Relationship: _____

Full Name: _____ Relationship: _____

Full Name: _____ Relationship: _____

References: People we can call who know you well and are NOT RELATIVES.

If you have already provided your current landlord's details above, one additional referee is enough, Please let these people know that we may be contacting them for a reference about you.

Referee 1:	<i>Name:</i> <i>Contact Phone:</i> <i>Relationship:</i>
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Declaration

I consent to you Riverside Property Management Ltd collecting, using and disclosing my personal information for the following purposes:

Verifying any information that I give to you (or information that we may collect from other sources) with third parties and third party databases, including Government agencies (for example NZ Transport Authority).

Carrying out a credit check on me with a credit reporting agency to assess my creditworthiness as a prospective tenant. This will require you to give my information to the credit reporting agency as well as the credit reporting agency providing information about me to you.

Checking the Ministry of Justice fines database for any overdue fines I may have to assess my creditworthiness as a prospective tenant. This will require you to give my information to the Ministry of Justice. This check may be carried out by a credit reporting agency, which will require the search results to be disclosed to the credit reporting agency.

Where I have voluntarily given you my driver licence information, this information may also be disclosed to a credit reporting agency and the Ministry of Justice as part of the checks you undertake with them.

I authorise any third party to provide my personal information to you for any of these purposes.

I understand that if you disclose my personal information to a credit reporting agency, they may hold my information on their credit reporting database and use it for providing credit reporting services and for any other lawful purpose and they may disclose my information to their subscribers for the purpose of credit checking or debt collection or for any other lawful purpose.

I/We have read and understood the provision above. I/We acknowledge that all information I/we have supplied in this form is true and correct.

Signed: _____

Date: _____

Signed: _____

Date: _____

Please return tenancy application to our office at 50 Seddon Road, Seddon Park, Level 3 Suite 1 or Fax (07) 834 9987 or by email Jamie@riversideproperty.co.nz