

## TENANCY APPLICATION FORM

### PROPERTY DETAILS

Property Address _____	
Requested Date to Occupy _____	Rental Amount: _____
Tenancy Agreement to be made up as follows:	
Fixed Term: 12 Months	? (please circle)
Fixed Term: ___ months then periodic	? (please circle)
Periodic Only	? (please circle)

### APPLICANT DETAILS

Surname: _____	First Name/s: _____
Children (no): _____	Age/s: _____
Phone Home: _____	Work: _____
Mobile Phone: _____	Date of Birth: _____
Driver's License/Passport No: _____	Version: (found at 5b on driver's license) _____
<small>(Please show photo identification to the Property Manager/Letting Consultant)</small>	
Expiry Date: _____	Email Address: _____
Current Address: _____	
How Long have you lived there? _____	Why are you moving: _____
Any Pets? YES NO If yes, please specify: _____	
Will there be any motor vehicle/s parked at the property? YES NO If yes, please give details:	
1) Make & Model: _____	2) Make & Model _____
Rego: _____	Rego: _____

### EMPLOYMENT HISTORY

Applicant's Income Source: Full Time, Part Time, Casual, WINZ, Student Loan, Student Allowance	
Name of Employer/Institution: _____	
Occupation: _____	Phone: _____
Address: _____	
Contact Person at Work/Tutor: _____	
How long have you worked/studied there? _____	
Can we contact your employer for a reference: YES NO	Phone Number: _____

Emergency Contact:	
Full Name: _____	Relationship to you: _____
Address: _____	Phone No: _____

**Current Landlord:**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Can we contact them: ? YES ? NO

**Previous Landlord:**

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Can we contact them: ? YES ? NO

CHARACTER REFERENCES (employer, tutor, supervisor, previous friends) (no family members or friends please)

1) Full Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

2) Full Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Is anyone else going to be living with you at the property? Yes/No (please circle)

If Yes, How many? \_\_\_\_\_

**Privacy Act 1993 Statement**

For the purpose 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 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 or the Residential Tenancies Act 1986 by the Tenancy Tribunal).
3. The information in this tenancy application form will, if you enter into a tenancy agreement with us, be held on a database and used by us and the owner of the rented property.
4. The information will also be made available to credit bureaux or tenant default databases.
5. If you do not supply all 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 hereby authorize/instruct you to use any address herein provided by me for an address for service.
8. You have a right to see the information held about you by any credit bureau or tenant default database and to correct it in accordance with the Privacy Act.

I **consent** to you contacting my employer or any person or company named on this application, to confirm, verify and expand on any information given herein.

I **consent** to you providing the information in this form and details of any proven breach in my tenancy agreement or in respect of any order against me made by the Tenancy Tribunal.

I **acknowledge** that the information may then be publicly accessible through credit bureaux or tenant default databases.

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

I **confirm** the information in this form is true and correct and that I have read and understood all of the above including the Privacy Act 1993 statement, and hereby MacPherson Realty Ltd as my/our agent to find accommodation for me/us. Should you introduce me/us to any premises which leads me/us taking a tenancy, I/we undertake to pay your fee equal to **one week's rents plus GST**.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:**

1. If you do not enter into a tenancy agreement following the completion of this form, the form may be destroyed

**This application will be processed (if completed in full) within 12 hours (office hours) and you will be informed of the outcome within 24 hours.**

**If successfully please have ready:**

1. **1 weeks rent plus GST (letting fee)**
2. **2 weeks rent**
3. **3 weeks bond**

**MacPherson Realty Ltd MREINZ**

Ph: 03 2144556 Fax: 03 214 0635 W: [www.macphersonrealty.co.nz](http://www.macphersonrealty.co.nz) Email: [rentals@macphersonrealty.co.nz](mailto:rentals@macphersonrealty.co.nz) Address: PO Box 1550 Invercargill