

TENANCY APPLICATION FORM Ver 8/19

One Form for Each Prospective Tenant

If you are to be the first named tenant and principle contact please tick here

OFFICE USE ONLY

Photocopy of ID Received ✓ Application Signed ✓ Summit Database Checked ✓ X Files Checked ✓
Ministry of Justice ✓ Background Check ✓ Credit Check ✓ Referees: Income ✓ Landlord ✓ Character ✓

Date ____ / ____ / ____ Preferred Tenancy Start Date ____ / ____ / ____ Length of Tenancy _____
(the rent will be due the night before this day each week)

Address Of Property Applying For _____

Applicants Name (First/Middle/Last) _____

Previous Surname (if changed) _____ Date of Birth ____ / ____ / ____ Mr/Ms/Mrs/Miss: _____

Current/Previous Address (must be at least 6 months in NZ) _____

Telephone Numbers: Home _____ Work _____ Mobile _____

Email address _____ Tick this box if we may serve documents here

First and Last names of others who will be residing (over 18) _____

Smokers Yes/No No. of children to occupy ____ Ages ____ Animals to occupy (type and number) _____

Dogs: Breed(s): _____ Name(s): _____ Inside Outside Attach Photograph

Identification (please circle) Drivers License / Passport / Birth Certificate (**please present ID at office**)

Serial Number _____ D/L Version (5b) _____ WINZ Number: _____

MAIN REFERENCE – If no employer or accountant please provide 2 character references

Current Employer _____ Phone Number _____ Contact Person _____

Your Position _____ Is This Permanent? Yes / No, if no until when _____

If self employed, please provide the following: Name of Accounting Company _____

Accountant _____ Telephone Number _____

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Verified Date _____ Time _____ Verified By _____ (signed)

Is their position permanent? Yes / No, if no until when _____ Accountant: Good for the figure? Yes / No

Other Comments _____

LANDLORD REFERENCE – This Tenancy must have been in your name for at least 6 months

(If no previous Landlord please provide 2 character references) Reason for moving: _____ No: Bedrooms: _____

Name of current/previous Landlord _____

Telephone Numbers: Home _____ Work _____ Mobile _____

Address of Property Rented _____ From _____ until _____

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Verified Date _____ Time _____ Verified By _____ (initials) Weekly Rent \$ _____

Paid Up? Yes / No Left in good condition? Yes / No History of Arrears? Yes / No Details: _____

Problems with Neighbours /Grounds? Yes / No Bond Deductions? Yes / No

Did they have pets? _____ Other Comments _____ Summit Services Offered? Yes / No

CHARACTER REFERENCE – This must be a person of some standing ie Solicitor/Accountant/Pastor/Ex-Employer etc

Referees Name (not a family member) _____ Relationship to Applicant _____

Occupation/Business _____ Address _____

Telephone Numbers: Home _____ Work _____ Mobile _____

OFFICE USE ONLY Verified Date _____ Time _____ Verified By _____ (signed) Good Character? Yes / No Other Comments _____

SECOND CHARACTER REFERENCE – (to be used if no Landlord/Employer reference)

Referees Name (not a family member) _____ Relationship to Applicant _____

Occupation/Business _____ Address _____

Telephone Numbers: Home _____ Work _____ Mobile _____

OFFICE USE ONLY Verified Date _____ Time _____ Verified By _____ (signed) Good Character? Yes / No Other Comments _____

MOTOR VEHICLES – To be parked at the premises

Make _____ Rego _____ Initials _____ Make _____ Rego _____ Initials _____

Make _____ Rego _____ Initials _____ Make _____ Rego _____ Initials _____

Have you ever been bankrupt or subject to a no asset procedure? Yes No If yes, please state name and contact number of administrator: _____

Have any of the prospective tenants or occupants been convicted of or have pending charges to a criminal offence in the last 10 years or served custodial sentences in the last 10 years? Yes No If yes, provide name, dates and details on a separate sheet.

NEXT OF KIN – To be contacted in case of emergency (Legal Guardian) (Not living at same dwelling as applicant for this tenancy – must be in New Zealand) (or Secondary Address)

Name _____ Relationship _____

Address _____

Telephone Numbers: Home _____ Work _____ Mobile _____

(This address will be used as an address for service as specified in the Residential Tenancies Act as will any email address supplied by you)

This form does not constitute an offer or acceptance of any rental property by the Landlord or his/her agent. I understand that Summit Property Management Ltd may refuse this application and not give any specific reason for refusal.

Applicant Consents

I agree to the collection, use and disclosure of my personal information for the following purposes, and warrant that I have supplied all information on this form freely, including my drivers license details and passport details. I agree that any information found through any third-party databases that relates to me can also be used for the purposes outlined in this application.

Recipient of information

The information is provided by you to the Owner/ Landlord/Agent/ Property Manager.

Purpose

The purpose for the collection of my information is:

- To perform background checks, reference checks and credit checks through the Centrix and Veda bureaus to assess if I am the best applicant on merit. I consent that my personal information including debts may be discussed with any personal or work referees
- To add my information to any background, reference and credit checking database
- To allow the Landlord to add a review to a tenancy review database that can then be viewed by other companies and/or Landlords
- To check the Ministry of Justice fines, Tenancy Tribunal, District Court, High Court, Court of Appeal, Supreme Court, Department of Parole, and New Zealand Police databases
- For debt collection purposes
- To check the Personal Properties Securities Register
- To verify my passport, citizenship, birth certificate details via the Department of Internal Affairs
- To check if my vehicle is stolen
- To check and update a credit bureau
- To check whether I am politically significant
- To update the Tenantcheck system.

Information Provided

The information provided on this form and any information found through the background check, reference check and credit checking process may be passed onto an agent and entered into third party databases, inclusive of any credit reporting databases. Subscribers to the databases will have access to my information and use that information for the purpose of credit reporting or for any other lawful purpose including debt collection.

I agree that I have been advised that I have the right to see the information that you hold about me, and to have any information held corrected if it is in error. I confirm the information in this form is true and correct and that I have read and signed the Cautions under the Privacy Act 1993.

I agree that if I enter a tenancy agreement then this application will form part of the tenancy agreement.

Signature of applicant _____

Date _____