**Tenancy Application Form**

This information is required for the purposes of assessing your eligibility as a tenant.

One form should be completed for every intending adult tenant.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tenancy Details** | | | | | | | | | | | | | | | | |
| Property address |  | | | | | | | | | | | | Weekly rent $ | |  | |
| Date you can take the property? | | | | / / | | | How long do you want the property for? | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | |
| **Applicant Details** | | | | | | | | | | | | | | | | |
| First name |  | | | | | | | Date of birth | | | |  | | | | |
| Middle name |  | | | | | | | Mobile phone | | | |  | | | | |
| Last name |  | | | | | | | Phone number | | | |  | | | | |
| Email |  | | | | | | | ID Supplied Driver Licence Other *(please tick)* | | | | | | | | |
| Other ID no. |  | | | | | | | Licence no. | | | |  | | Version | |  |
| **Current Address and Landlord’s Details** If you are currently renting, please provide your landlord’s name and contact details. | | | | | | | | | | | | | | | | |
| Current address |  | | | | | | | | | | | | | | | |
| Time at address | Years: Months: | | | | | Reason for leaving | | | |  | | | | | | |
| Landlord name |  | | | | | | | | | | | | | | | |
| Landlord phone |  | | | | | Landlord email | | | |  | | | | | | |
| May I contact this person for a reference? Yes No *(please tick)* | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | |  | | | | | | |
| **Employment** (Your employer may be contacted) | | | | | | | | | | | | | | | | |
| What is your source of income Employment WINZ Benefit StudyLink Self Employed *(please tick)* | | | | | | | | | | | | | | | | |
| Employer company name | | |  | | | | | | | | | | | | | |
| Contact person |  | | | | | | | Contact Phone | | | | |  | | | |
| **Vehicles** | | | | | | | | | | | | | | | | |
| Will you be parking a vehicle on the property? Yes No *(please tick)* | | | | | | | | | | | | | Registration no. | |  | |
| Make |  | | | | Model | | | |  | | | | Colour | |  | |
| **Personal References**  We prefer at least 2 contacts. They cannot be family members or people you intend to live with. | | | | | | | | | | | | | | | | |
| Referee name #1 | |  | | | | | | | | | Relationship | | |  | | |
| Email | |  | | | | | | | | | Phone | | |  | | |
| Referee name #2 | |  | | | | | | | | | Relationship | | |  | | |
| Email | |  | | | | | | | | | Phone | | |  | | |
| Referee name #3 | |  | | | | | | | | | Relationship | | |  | | |
| Email | |  | | | | | | | | | Phone | | |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant History** | | | | | | | |
| Have you ever been to the Tenancy Tribunal?   Yes No | | |  | | Have you ever had money deducted from your bond?  Yes No | | |
| *If yes, please provide details below* | | | *If yes, please provide details below* | | |
|  | | |  | | |
| **Rental Requirements** | | | | | | | |
| Do you have pets? Yes No | |  | | | Are any occupants’ smokers? Yes No | | |
| Type of pets? |  | Garaging / cars | |  |
| Bedrooms |  | Fencing Full Partial None | | |
| **Emergency Contact / Duly Authorised Agent** | | | | | | | |
| Name |  | | | | | | |
| Phone |  | | | Relationship | |  | |
| **Privacy Statement** | | | | | | | |
| By completing this Tenancy Application Form, you agree to the collection, use and disclosure of Personal Information by illion Tenancy and or your Landlord (together “We”) in accordance with this Privacy Statement. Personal Information includes any information that identifies you or another person, that you provide, or have provided, to us or authorise us to collect at any time (including Tenancy Tribunal orders, ratings/references, information relating to tenancy history, breaches of the Residential Tenancies Act 1986, and updated information). This Privacy Statement does not limit your rights and obligations under the Privacy Act 2020.  If you provide to us, or authorise us to collect, Personal Information about a third party (such as a guarantor), you confirm that that the relevant person has authorised us to collect, use and disclose their Personal Information in accordance with this Privacy Statement and that you have informed them about their rights to access their Personal Information set out below. It is not mandatory to provide us, or authorise us to collect, Personal Information. However, if you do not do so, it may affect the assessment of your tenancy application.  We may collect and use Personal Information to: (a) verify or allow for your identity to be verified (b) assess your suitability for a tenancy, including assessing you and your guarantor’s creditworthiness and references; (c) manage and monitor your tenancy (if your application is approved); (d) collect any amounts that you owe in relation to a Tenancy agreement. We may use the services of, or provide services to, illion (New Zealand) Limited (and any other credit reporter and/or debt collection agency), illion Tenancy Limited (illion Tenancy) and their respective related companies (together Authorised Agencies). We may collect Personal Information from, and disclose Personal Information to, Authorised Agencies for any of the purposes described in this Privacy Statement and we may authorise Authorised Agencies to hold, use and disclose Personal Information for the purpose of providing their (or other Authorised Agencies) services to us. Personal Information will be held by us in a digital form in New Zealand or in a country that provides similar data protections to that of New Zealand (e.g., Australia).   You have the right to access and request correction of your Personal Information by contacting us at   …………………………………………………………………………………………………………………………………………. | | | | | | | |
| I confirm that all the information I have provided to you is accurate, complete, and not misleading and I have read, understood, and agree to the Privacy Statement set out above.  Signed: Date signed: / / | | | | | | | |