



Matthew & Co

REAL ESTATE LTD

Licensed under the Real Estate Agents Act 2008

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TENANCY APPLICATION

Date of application: _____

Personal details.	<p>Full Name: _____ <small>(first) (middle) (surname)</small></p> <p>Phone numbers: Home: _____ Mobile: _____</p> <p>E-mail: _____</p> <p>Date of Birth: _____ Marital status: _____</p> <p>Number of children (if any) _____ Ages of children: _____</p> <p>Names of children: _____</p> <p>Any custody or protection orders? YES/NO Smoker: YES/NO smoking is permitted OUTSIDE ONLY.</p> <p>Pets: YES/NO Types of pets: _____</p> <p>Type/Breed: _____ Registration number: _____</p> <p>Please attach photos of all animals that will be living with you.</p> <p>Car make/model: _____</p> <p>Car registration plate _____ Drivers licence number (5a) _____</p> <p>Passport no _____ Expiry date: (licence) _____ (p/port) _____</p> <p>Do you have a criminal record? YES/No. If yes please explain with dates. _____</p> <p>_____</p> <p>Have you ever been bankrupt? YES/NO please give dates _____</p>
Employment details.	<p>Current employer: _____</p> <p>Address _____</p> <p>FULL-TIME/PART-TIME Your position: _____</p> <p>Supervisors name _____</p> <p>Length of employment: _____ Phone _____</p>
WINZ details	<p>Do you receive a benefit? YES/NO Type of benefit receiving from WINZ _____</p> <p>WINZ number _____</p> <p><i>It is a condition of all tenants on WINZ that rent comes directly from WINZ. Do you agree to this? YES/NO</i></p>
Current tenancy.	<p>Current address: _____ <small>(proof of current address, power/phone account)</small></p> <p>Do you? RENT/OWN/BOARD Weekly \$ _____</p> <p>Why are you wanting to leave: _____</p>

<p>Current tenancy Continued.</p>	<p>Agent/Landlord: _____ <i>(This person will be called for a reference).</i></p> <p>Phone: _____</p> <p>When did you move into this place: _____</p>																		
<p>Previous Tenancy Details.</p>	<p>Address: _____</p> <p>Agent/Landlord _____</p> <p>Phone: _____ Weekly \$ _____</p> <p>Period lived here: From _____ to _____</p> <p>Why did you leave this place? _____</p>																		
<p>History.</p>	<p>Have you rented from us before? YES/NO If yes where? _____</p> <p>Have you ever been summonsed to Tenancy Tribunal? YES/NO. If yes, when? _____</p> <p>Please provide details _____</p> <p>What was the outcome? _____</p> <p>What address was this for? _____</p> <p>Have you ever had money deducted from a bond before? YES/NO please give details if yes _____</p>																		
<p>Requirements.</p>	<p>When do you need a place by? _____</p> <p>Preferred area: _____</p> <p>Number of bedrooms? _____ How much can you afford to pay a week \$ _____</p> <p>How long do you need the place for? _____</p>																		
<p>Vehicles</p>	<p>What cars will be kept at the property?</p> <p>Make _____ Model _____ Rego _____</p> <p>Make _____ Model _____ Rego _____</p>																		
<p>Who will be living with you?</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 20%;">D.O.B.</th> <th style="width: 20%;">Relationship</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	D.O.B.	Relationship															
Name	D.O.B.	Relationship																	
<p>Next of Kin</p>	<p>Name _____</p> <p>Address _____</p> <p>Relationship: _____ Phone _____</p>																		

I confirm the following:

1. I, the Applicant acknowledge that this is an application to rent a property and that my application is subject to the Landlord's approval.
2. I, the Applicant consent to the information provided in this application being verified and a reference check on Tenancy Information New Zealand (TINZ), National Tenancy Database (NTD), a credit check and a Police Clearance by New Zealand Police being undertaken.
3. I, the Applicant consent that my personal details, and an assessment regarding my fulfillment of tenants responsibilities may be added to an internet based web site accessible by members (comprising of landlords) on a subscription basis. The assessment can only be used for the purpose of evaluating me for future tenancies. A tenants address details may be added to the site to assist other landlords locating former tenants. Under the Privacy Act 1993 I have the right to see information held about me by any credit bureau or tenant database, and to correct it in accordance with the Privacy Act. If you wish to view any information we hold about you, send your request to Tenant Net, P.O.Box 12128 Rotorua; and NTD on (03) 9610 4996
4. I, the Applicant agree that in the event of non-payment of rent or any other cost associated to the rental accommodation I rent such as cleaning and any repairs, **to pay all collection and legal costs** (calculated on a solicitor and own client basis) which may be incurred in recovering from you any overdue amount.
5. I, the Applicant consent to drug tests being carried out at any rental property that I rent with Matthew & Co Real Estate Ltd. Drug testing will be done periodically, at least every year, by a nominated company from the land owner. All test results will be also be shared amongst all parties. **Any positive results I agree that I will cover all costs associated with the positive test, this includes all testing, all cleaning and repairs that need to be done.**

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/her/their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct.

I undertake to pay a letting fee equivalent to one week's rent + G.S.T (within 24 hours of acceptance), a rental bond equivalent to four week's rent, and two weeks rent in advance.

PLEASE NOTE THAT ALL PAYMENTS ARE TO BE MADE BEFORE THE KEYS CAN BE RELEASED.

Applicant's Signature _____ Date _____

APPLICATION FOR PROSPECTIVE TENANTS
Land Information New Zealand - Landbank

This information is provided by you to Colliers International New Zealand Limited for the purpose of assessing your eligibility as a tenant for one of the properties we administer.

Name of applicant:

Present address:

Present telephone numbers: Home: Work: Mobile:

Present/Previous Landlord: Ph:

Date of Birth: / / Number of intended occupants (including applicant) - State Number:

Email Address:

Form of Identification: (i.e Drivers Licence – Please provide a copy for proof of identification).

Drivers Licence No (5a) Driver Card Version No: (5b)

Property being applied for:

Weekly rent you believe property is worth and able to pay: \$.....

Your source of Income

Occupation: Name of current employer:

Address of current employer: Telephone number:

Brief details of previous employment:

Other Income Source:

Total Weekly Income \$.....

Motor vehicle: Will you be parking a motor vehicle on the property? **Yes/No**

If yes give details:

e.g. *make* *model* *registration no.*

Pets: Do you object to a "no pets clause" in a residential tenancy agreement? **Yes/No**

Criminal Conviction: Have you had a criminal conviction in the last 5 years? **Yes/No**

Smoking: Do you object to a "no smoking clause" in a residential tenancy agreement? **Yes/No**

Next of Kin (not living with you): Name

Address Ph:

I consent to you contacting any tenant default database, or credit bureau and any previous landlords

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 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 any order against me made by the Tenancy Tribunal.

I confirm the information in this form is true and correct.

I confirm that upon my application for the above property being approved, I agree to pay a letting fee equal to one weeks rent + GST

Signature Date / /

A separate form is required for each person who proposes to enter a tenancy agreement with Colliers International New Zealand Limited

This form must be fully completed and signed for the application to be considered.

Mail to: **LINZ - Landbank**
c/- Colliers International
P O Box 1748
Wellington 6140

Fax to: 04 471 8891
Phone: 04 473 7910