



## Pre-tenancy application form

Please complete this form below. The information you provide is for applying for this tenancy and may be used for a credit and reference check.

Your privacy is protected under the Privacy Act 1993.

Applicant details		
Full name:	Date of birth:	/ /
Phone number:	Mobile phone:	
Email:		
Current address:		
How long have you lived there?	Years:	Months:
Please state why you are leaving this address:		
Identification		
Please provide photo identification, such as your driver's licence.		
Drivers licence number:	Version no. (if applicable)	
<i>NB: Provision of this number is voluntary and will only be used to verify your identity and for carrying out a credit check</i>		
Car/vehicle registration number:		
Make and Model:		
Alternative form of ID:		
Emergency Contact		
Name:		

Address:

Phone number: Mobile phone:

Email:

**Future Requirements**

When do you need a place by?

Preferred area:

Number of bedrooms:

How much can you afford to pay a week:

How long do you need the place for?

Pets:

Dependents:

**Employment Details**

Current employer:

Address:

Full-time/ Part-time

Your position:

Supervisors name:

Length of employment:

Phone:

**Previous Tenancy Details**

Address:

Agent/Landlord:

Phone:

Dates that you live here:

Reason for leaving:

### Current landlord's details

If you are currently renting, please provide your landlord's name and contact details.

Landlord's name:

Phone number number:

Mobile phone:

Email:

May I contact this person for a reference?

Yes/ No

### References

Please provide two referees that I can contact. Referees can be a friend, co-worker, your employer or someone who knows you well.

One of your referees should be able to provide a reference about your creditworthiness. If you have already provided your current landlord's details, only one additional referee is needed. Please let these people know I may be contacting them for a reference.

Referee name 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Referee name 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Signature

I authorise the Landlord/Property Manager to:

- Collect, retain and use this information for the purpose of assessing my creditworthiness, background and suitability for a tenancy; and
- Disclose information about me, whether collected from me directly or from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit report (which will involve the credit reporting agency providing information about me to the Landlord/Property Manager)

I under that the credit reporting agency:

- May hold my information on their credit reporting database and use it for providing credit reporting services, and they may disclose my information to their subscribers for the purpose of credit checking or debt collection; and
- As part of providing a credit report, may check the ministry of justice fine database for any overdue fines I may have.

Signed by: \_\_\_\_\_ Date signed: \_\_\_\_\_

Under the Privacy Act 1993, you have the right to ask for a copy of all information held about you, and have the right to request the correction of any incorrect information.

***Once you've completed the application, please email the form to our property manager at [rentals@matthewandco.nz](mailto:rentals@matthewandco.nz) for processing.***

***Alternatively, if you do not have access to the internet, you can always pop in and see us at Matthew & Co, 246 Broadway, Stratford.***