

TENANCY APPLICATION



PROPERTY MANAGEMENT LTD

TENANCY APPLICATION – Please complete one per person over the age of 18

TENANCY DETAILS

Property Address Rent per week \$
Commencement Date Length of tenancy
Where did you see this property advertised

APPLICANT DETAILS

First Name Last name
Date of Birth Male/Female
Nationality/residency status (please provide copy of passport if not NZ Citizen)
Do you have Pets – Please List
Do you Smoke Reason for move
Current address
Telephone Home Telephone Business
Telephone Mobile Email
Current home – Rented/Friends/Parents/Other – please state
How long have you lived at the above address Years Month's
Have you ever had money deducted from your bond YES/NO Have you ever been to the Tenancy Tribunal YES/NO

REFERENCE CHECKS

Landlord Name Landlord Telephone
Current Rent PW If less than 1 year please supply previous landlord
Previous Landlord Name Previous Landlord Telephone
Previous Address Length of time at that address
Employer – Company Name Address
Your Position Length of time with employer
Name of Reference Telephone No of Reference
Weekly income after Tax \$ Please supply last 3 months pay slips

If Self Employed

Name of Business

Length of time in business

Please supply last 2 months GST returns or copy of bank statement showing sufficient funds to pay 6 months' rent

OTHER OCCUPANTS UNDER 18

Name

Date of Birth

Name

Date of Birth

Name

Date of Birth

Name

Date of Birth

NEXT OF KIN OR CLOSE RELATIVE/FRIEND NOT LIVING WITH YOU

Name

Telephone

Address

MONIES TO BE PAID – into our bank account ASB 12-

Letting Fee – One week's rent plus GST \$

Due with this application

3 Weeks Bond \$

Due to be paid into our bank account 1 day before

1 Weeks Rent \$

you move in

SUPPORTING DOCUMENTS REQUIRED WITH THIS APPLICATION

- Last 3 Payslips/Last 2 GST returns/Bank Statement showing 6 month's rent
- Proof of address – Power Bill/Telecom Bill/Bank Statement
- Photo ID - Drivers Licence/Passport/Student ID/Other

DECLARATION

The details on this form are required by HJPM Ltd for management and administration purposes. Your application to rent a property through HJPM Ltd is subject to the verification and approval by HJPM Ltd of the details supplied by you. Failure to supply full and correct details may result in non-acceptance of offer to rent or termination of tenancy. Agreeing to the terms and conditions of this Application Form deems you to have accepted the tenancy on offer at the rent per week and from the commencement date stated on the above form. If after verification and approval of this application by HJPM Ltd you decide not to proceed with this tenancy, you will be required to give 21 days' notice as set out in the Residential Tenancy Act 1986. The letting fee is only refundable if HJPM Ltd declines your application. The applicant has the right of access to and may request the correction of personal information on this form while it is held by the Landlord. A separate Form is required for each signatory to any Tenancy Agreement. I/We grant authority to the Landlord under provisions of the Privacy Act 1993 Principle 2(2)(b) 3(4)(a) 10(b) and 11(d) to collect, disclose, use and to make enquiries into any information on this form and on any matter relating to any tenancy relevant to myself. I agree that this authority is irrevocable. I/We hereby certify that the information given in this application is true and correct. I/We hereby agree to pay HJPM Ltd a letting fee which shall become due upon submitting this application. I/We acknowledge that HJPM Ltd may charge the owner of the property a commission or fee in connection with my/our tenancy.

Signed _____

Date _____

Signed _____

Date _____