

Company name

Company address

Company phone

Company email

Property address

**PERSONAL DETAILS**

Legal first name\*

Middle name

Last name\*

Preferred name

Primary contact number\*

Home phone

Work phone

Email

Are you 18 or over?

Yes

No

**PROOF OF IDENTITY**

⚠ Please attach one form of ID. This is for verification purposes only.

**CO-APPLICANTS**

First name 1

Last name 1

Phone 1

Email 1

First name 2

Last name 2

Phone 2

Email 2

First name 3

Last name 3

Phone 3

Email 3

**OTHER NON-TENANT OCCUPANTS**

Please name occupants who will not be on the tenancy agreement e.g. children, elderly dependents

Name 1

Name 2


Name 3

Name 4

### CURRENT LANDLORD

The purpose of collecting this information is to conduct a reference check to determine your suitability as a tenant.

Address\*

Is this a NZ address?\*      Yes      No       Non New Zealand addresses may affect the property managers ability to run a credit check.

Landlord/Agent name\*

Landlord/Agent phone\*

Landlord/Agent email\*

### PREVIOUS LANDLORD REFERENCES

The purpose of collecting this information is to conduct a reference check to determine your suitability as a tenant.

Landlord 1 name

Landlord 1 phone

Landlord 1 email

Landlord 2 name

Landlord 2 phone

Landlord 2 email

Landlord 3 name

Landlord 3 phone

Landlord 3 email

### OTHER REFERENCES

Please provide at least two other references e.g. manager, supervisor, case manager, or other professional reference.

The purpose of collecting this information is to conduct a reference check to determine your suitability as a tenant.

Name 1\*

Phone 1\*

Email 1

Relationship 1

Name 2\*

Phone 2\*

Email 2

Relationship 2

Name 3\*

Phone 3\*

Email 3

Relationship 3

## PARKING

This property has a restriction on parking

This could mean that there is no parking at the property or parking spaces are limited. Please provide the total number of vehicles (cars, boats, trailers etc), for the suitability of the property.

Will you be parking on the property?      Yes      No      Total number of vehicles

## PETS

This property has a restriction on pets.

This could mean that no pets are permitted or that the type and number of pets is restricted. If you have a pet or pets it is important that you disclose this to the property manager so they can see if your pet fits within the restrictions for this property.

Please add a description of each pet that will be living at the property.

Is your pet registered?      Yes      No

Pet's name      Type

Breed      Age

Tell us about your pet

⚠ Please attach any supporting documents and a photo of your pet(s)

## SMOKING

This property has a restriction on smoking.

This could mean that smoking is not permitted or restricted to certain areas. If you or any of the occupants are smokers it is important that you disclose this to the property manager.

Are you or any of the occupants smokers?      Yes      No

## ADDITIONAL NOTES

What other information should we know about you that would help support your application?

## PRIVACY CONSENTS

Tenancy Application - You agree and acknowledge:

### Privacy Statement

I have read, understood and agree to Tenancy Practice Service Limited's Privacy Policy found here <https://tenant.co.nz/privacy-policy> and the below terms and conditions.

### What am I agreeing to?

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 chosen proof of identity and evidence of ability to pay rent. I agree that any information found through any of the stated databases that relates to me can also be used for the purposes outlined in this application. I acknowledge if I enter a tenancy agreement as a result of this application being successful, then the information provided in this application will form part of the tenancy agreement.

### What is the purpose for the collection of my personal information?

To verify my identity, perform background checks, reference checks and credit checks through the Centrix and or Equifax credit bureaus or a search of the Personal Property Security Register. To check the publicly available Ministry of Justice court databases. To facilitate the connection of selected utility services. If there is an unpaid debt at the end of the tenancy your information may be provided to a debt collection agency for debt collection purposes.

### Who will receive my information?

The information is provided by myself to:

#### The Tenancy Practice Service Ltd

I understand my information is encrypted and stored on servers by The Tenancy Practice Service Ltd.

#### The Landlord/Owner

I understand a copy of my tenancy application may be supplied to the Landlord.

#### The Landlord's Agent/Property Manager

I understand a copy of my tenancy application will be supplied to the Landlord's Agent.

### How will my information be stored?

The information submitted is stored in a secure and encrypted database. This information is also password and security question protected.

### Information Provided

I agree that I have been advised that I have the right to request 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.

I have read and agree to the terms and conditions

I agree to the landlord or landlord's agent running a credit check on me if I'm made a preferred applicant

I agree to the landlord or landlord's agent contacting my references

Signature

Date / /



Company name

Company address

Company phone

Company email

Property address

**DATE OF BIRTH**

The purpose of collecting your date of birth is so the property manager can run a credit check.

Date of birth / /

**EVIDENCE OF ABILITY TO PAY RENT**

⚠ Please provide evidence of ability to pay rent e.g. pay slip, letter from employer or Work and Income, evidence of rental payments from your previous tenancy. Employment contracts and work VISA's are not proof of ability to pay rent.

**GUARANTOR DETAILS**

The purpose of collecting guarantor details are to confirm the guarantor acknowledges and agrees that they have been named as the guarantor if your application is successful.

Do you have a guarantor? Yes No

First name

Last name

Phone

Email

**PRIVACY CONSENTS**

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I have read and agree to the terms and conditions

Signature

Date / /

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**The Landlord/Owner**

I understand a copy of my tenancy application may be supplied to the Landlord.

**The Landlord's Agent/Property Manager**

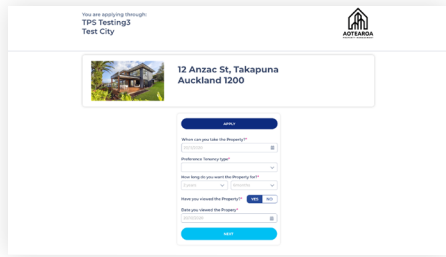
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**How will my information be stored?**

The information submitted is stored in a secure and encrypted database. This information is also password and security question protected.

**Information Provided**

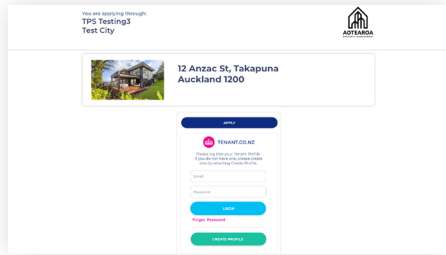
I agree that I have been advised that I have the right to request information that you hold about me, and to have any information held corrected if it is in error. I confirm the information in this form is true and correct.



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## BASIC DETAILS

Here you can enter basic information before starting your application.

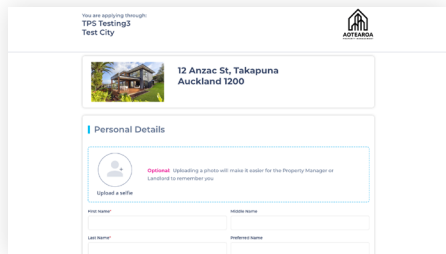


2

## LOGIN TO TENANT.CO.NZ

If you have an account with Tenant.co.nz you can log in, which will automatically fill in the application.

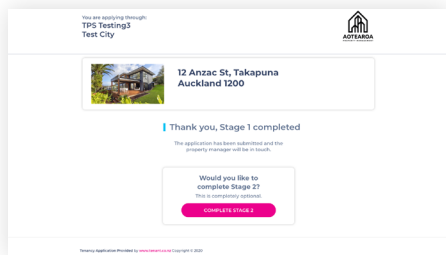
If you don't have an account you will need to create one.



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## STAGE 1 - TENANCY APPLICATION

Here you'll need to complete the information required in accordance with the [Office of the Privacy Commissioner Guidance](#).

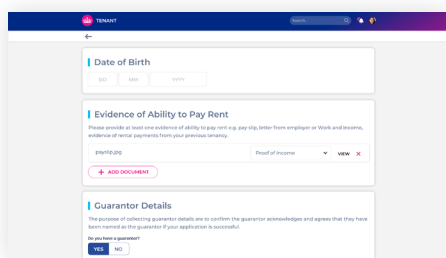


4

## STAGE 1 COMPLETE

Once you've completed Stage 1 of your application you're given the option to complete Stage 2.

You are not required to do this now.

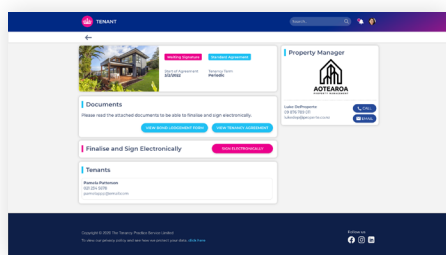


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## STAGE 2 - TENANCY APPLICATION

If you have already completed Stage 2 and are selected as a preferred applicant this information will be released to the property manager.

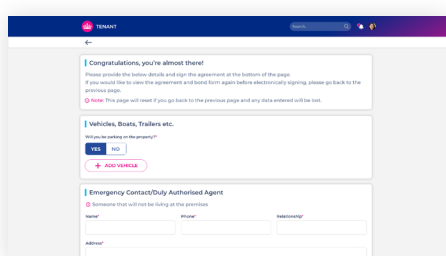
If you haven't completed Stage 2 and you've been made a preferred applicant you will be sent an email with a link to complete Stage 2 of the application.



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## STAGE 3 - TENANCY AGREEMENT

If you are the successful tenant and the tenancy will be offered to you, you'll be sent a link to review the documents.



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## SIGN AGREEMENT

Once you've reviewed the documents you'll need to complete your vehicles and emergency contact info before signing the agreement electronically.



### How have applications changed?

Our tenancy application has been updated to comply in accordance with the guidelines of the Office of the Privacy Commissioner. The application form has been split into different stages so that you allow access to certain information only if or when it is required in the application process.

### Why is my Tenant Profile important?

Your Tenant Profile is your personal data that you have entered correctly to pass onto prospective landlords to show your suitability as a tenant. It is important to make sure that your information is always up to date. You can update your Tenant Profile at any time by heading to [www.tenant.co.nz](http://www.tenant.co.nz), or by scanning the QR code.



Tenant Profiles are used by over 340,000 people across New Zealand. Your Tenant Profile can be used for multiple applications saving you time re-entering the same information.

### What if I don't want to complete a Tenant Profile?

Creating a Tenant Profile enables you to manage your applications and tenancy agreements all in one area. If you do not wish to or cannot create a Tenant Profile, you can always contact the property manager to apply manually - with multiple steps, this manual process will take up a lot of valuable time for you and the property manager.

### How is my Tenant Profile secured?

Your data is encrypted at a very high level meaning your information is safe. The information you supply on your Tenant Profile and tenancy applications is only visible to the property manager. Tenant.co.nz and Tenancy.co.nz take your privacy very seriously and take extra measures to ensure your privacy is upheld.

### What if I want to provide more information to better represent my household?

You are welcome to supply more information on your tenancy application in Stage 1 under 'Additional Notes'. This is the best area to explain more to the property manager about what your household are like as tenants.

Many tenants prefer to provide a detailed picture of their household for the landlord to better understand any unique circumstances, and you are welcome to do this if you choose to.

### What is a preferred applicant?

Once you complete Stage 1 of the application form, the property manager may run a background check on you and/or contact your references to check your suitability as a tenant. From this information, if the property manager thinks you are a suitable tenant, they will then request access to the information that enables further checks to be completed, such as a credit check.

### How do I become a preferred applicant?

The best way to become a preferred applicant is to complete the online tenancy application to the best of your ability with true and correct information, as well as quality additional notes to support your application. It would also help the property manager if you notify your references that they have been put as a reference on your application and are therefore expecting a phone call to talk about you.

### I can't log into my Tenant Profile, how can I reset my password?

If you are having trouble with accessing your Tenant Profile please email [info@tenant.co.nz](mailto:info@tenant.co.nz) and we will help you gain access. It is important you email from the email address you used to create your Tenant Profile so we can verify that the request is coming from you.

### Can I delete my Tenant Profile if I no longer need it?

Yes, you absolutely can delete your Tenant Profile if you no longer need it. Please contact our Privacy Officer on [privacy@tenancy.co.nz](mailto:privacy@tenancy.co.nz) to request this.