

Beamish Properties

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Please complete this form to apply for tenancy at the address below. The information you provide is for applying for this tenancy and may be used for a credit and reference check. If you sign a tenancy agreement with us, your information will be kept with your records and lease. If you do not sign a tenancy agreement with us, the information will be destroyed. Your privacy is protected under the Privacy Act 1993.

Pre Tenancy Application Form

Please ensure you read all the information and complete the form fully, before signing and submitting the form.

Tenancy Details	
Property Address:	
Tenancy Start Date:	Rent per week:
Proposed Tenancy Period:	
Applicant Details (please note that EACH prospective tenant must complete this form)	
Surname:	Maiden Name, if married:
First Names:	Date of Birth: Age:
Phone number:	Mobile Number:
Email:	
Current Address:	
Current Rental: \$	How long have you lived there?
Reason for moving:	
Do you have pets? Yes / No	Note: PETS are NOT PERMITTED AT ANY OF OUR PROPERTIES
Are you a smoker? Yes / No	Note: SMOKING IS NOT PERMITTED INSIDE ANY OF OUR PROPERTIES
Are you planning for anyone else to be living at the property with you? Yes / No	
Names of others:	
Identification	
Please provide a copy of photo identification, such as your driver's licence, ID or passport.	
Driver's Licence Number:	Passport Number:
Car/Vehicle registration number:	Year: Make/Model:
Employer/Institute:	
Occupation/Major/Course:	Time there:
Employer/Institute address:	
Employer/Institute phone:	
Your income source and hours:	
Income: \$	WINZ number?
Name of Bank:	Branch:
Emergency Contact (that is, someone NOT living with you. If under 25, a parent must be nominated)	
Name:	Relationship:
Address:	
Email :	
Phone number:	Mobile:

Current Landlord/ Property Manager's Details

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

Landlord /Property Manager name: _____

Phone Number: _____

Mobile: _____

Email: _____

May I contact this person for a reference? Yes / No

Previous Landlord/ Property Manager's Details for the property PRIOR to your current address:

Landlord/Property Manager name: _____

Phone Number: _____

Mobile: _____

May I contact that person for a reference? Yes / No

Address of that previous property: _____

Have you been involved in any disputes at previous tenancies? Explain. _____

References

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

One of the referees should be able to provide a reference about your credit-worthiness. If you have already provided your current landlord details, only one additional referee is needed. Please let these people know that we may be contacting them for a reference.

Referee Name 1: _____ Phone: _____

Email: _____

Referee Name 2: _____ Phone: _____

Email: _____

Signature of Applicant

I authorise the landlord/property manager to:

- Collect, retain and use this information for the purpose of assessing my creditworthiness; and
- Disclose information about me, whether collected directly from me, or from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference.

Signed: _____ 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 a correction of any incorrect information.

Office Use only: Interviewed by: _____ Gut impression - Yes / No Paperwork Processed by: _____

References: Y / N Comments: _____

Credit: Y / N www.vedaadvantage.com 0800 653 309 Comments: _____Search on Tenancy Tribunal website - www.tenancytribunal.govt.nz Clear? Yes / No Comments: _____

ID : Y / N Comments: _____

Offered property? Y / N Date: _____ Accepted property? Y / N Date: _____

Lease signed and dated: _____