

Tenancy Application Form



If you want to rent a property listed for rent by Harcourts Grenadier Accommodation Centre, then you need to fill in this form.

- An Application Form needs to be completed for every adult who will live in the property if the Application is successful. You must complete all sections of the form, and by signing below you declare that all information provided is true, accurate and correct. Any false, misleading, or missing information may result in your Application being declined.
- Your Application should be delivered in person to our office at **Level 1 Grenadier House, 98 Moorhouse Avenue**; posted to P O Box 36-360, Merivale, Christchurch 8146; or emailed to letting@assetmanagers.co.nz. We will do our best to respond to your Application within 2 working days from the time it is received.
- Submission of a completed Tenancy Application Form does not constitute acceptance of any offer to rent. Confirmation of a tenancy requires the signing of a separate Tenancy Agreement and other tenancy documentation.
- If this Application is approved, then the Tenant acknowledges that a Letting Fee of one weeks rent (plus GST) is due and payable to Grenadier Accommodation Centre Limited along with the first weeks rent, and the Bond, on the day of signing the Tenancy Agreement. The Tenancy Agreement must be signed within 1 working day of approval. Payment is to be by Electronic Bank Transfer, Cash or Bank Cheque.
- There may be other people submitting applications to rent the same property. When deciding on the best application for a property a number of factors are taken into account, but the commencement date, length of tenancy and weekly rent offered carry special consideration. For example, an Application at the full rent commencing on the first day a property is available will be preferable to one starting four weeks later.

(your full legal name)

I hereby submit this Application to be considered as a Tenant at:

(Address of Rental Property)

I confirm that I am at least 18 years of age, and that I have inspected the property, or that someone has inspected it on my behalf. In making this Application I am satisfied that the property will meet my requirements in all respects. On this basis, I am offering to rent the property described above, on the following terms and conditions:

Commencement date: For how long: at a Rent of: \$ per week

Total number of Residents: Names of Others:

Do any of you smoke? YES NO Any pets? YES NO If yes, details:

If there are any matters that I would require to be done to the property, before any tenancy commenced, I detail them in the box below so they can be included as Special Conditions of any Tenancy Agreement. By leaving the box blank, I acknowledge that the condition of the property as it currently stands is wholly acceptable to me, and that I require no special conditions to be included in any Tenancy Agreement.

Have you ever been involved in a previous Tenancy Dispute? Have you ever had any deductions made against a Tenancy Bond? Have you ever been a Bankrupt, or had a Court Order or Judgement made against you for a debt, or are you in debt to any other Landlord or Agent? Are there any other circumstances which might affect your ability to honour the terms of the tenancy? If you have answered Yes to any of these questions, please detail:

PRIVACY ACT: Request Information: This application collects personal information about you. **Purpose of Collection:** The information on this form is required so that the Landlord can check the information and be able to assess whether you are the best applicant on merit for the tenancy, and to ascertain whether you are a minor. **Recipient of Information:** The intended recipient of this information is Grenadier Accommodation Centre Limited. **Sight Information:** We advise you that you have the right to see the information I/we hold about you and to correct that information in accordance with the Privacy Act 1993. All unsuccessful Application Forms and supporting information will be securely destroyed.

I hereby authorise Grenadier Accommodation Centre Ltd representatives to conduct enquiries with any person or company as they may require to verify the information provided by me, and I authorise any such person or company to provide such information. I understand that information about me will be disclosed to the Owner of the property to which this application relates. I also understand that if this Application is successful then my name and contact details may be disclosed to the Property Owner's Insurer, the Body Corporate (if applicable), maintenance contractors and other property professionals engaged to complete authorised work or services at the property. I also acknowledge that if there is any default in the terms of the tenancy then my details, and details about the tenancy and the default, will be supplied to credit reporting and debt collection service companies.

Signature of Applicant: _____ Date of Application: _____

Tenancy Applicant Details



Personal Details of the person making this Application

Full Legal Name: Date of Birth:

Proof of Identity: Before any Application can be approved, you must be able to provide documents that verify your identity to our satisfaction. eg. your Passport, New Zealand Drivers licence, or other Government Issued or Bank Issued Photo ID.

(Office use)

Contact details: Email address:
Mobile Phone: Work Phone :

Current Living Arrangements

Current Address:

Is this property: Owned by You Owned by Another Family Member Rented by You Rented by others Hotel Accommodation

How long have you lived there? Reason for moving:

You will need to provide a copy of a letter to you verifying this address *(from a Government Dept., Electricity, Gas or Telephone Company; Local Council or Bank)* Copy Attached: **YES**

Employment and Income Details

Are you currently: Studying Full Time In Paid Employment Self-Employed Domestic Carer Receiving a Benefit Retired

Details:
If you are working, what job are you doing, who employs you, how long have you worked in this job?

You will need to provide documents by way of a bank statement, or payslip from an employer, confirming that you have the weekly income, or other financial means, to pay the rent when due for the term of the tenancy Copy Attached: **YES**

Contact Details *(Your closest living relative, preferably in New Zealand)*

Their Name: Relationship to you:
Their full Address: Phone Number:

If this person is not living in New Zealand, please provide an additional contact person/address in New Zealand as your Address for Service

Reference Details

All tenancies are subject to thorough reference checking. A list of the 18 Questions a Rental Referee will be asked is available upon request. Please provide the contact details of your current Landlord, or if you are not renting, another person who can provide a satisfactory reference:

Name: Phone Number: Relationship to you: