

# Harcourts Property Management

## Instructions for Preparing your Application For Residential Tenancy

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Welcome to Harcourts Dunedin. To assist you in ensuring your application is processed in an expedient manner, please ensure your application is returned with:

- Copies of all appropriate documentation
- All sections completed in full including contact details of referees
- All applicants have completed an individual application form and signed the application where indicated

Failure to complete your application in full and return with required documentation will delay processing and could result in the property being rented to another applicant.

We recommend that to assist in ensuring the processing of your application that you request from your previous agent or property owner:

- A copy of your rental payment history (rent ledger)
- A letter recommending you as a Tenant including dates of your Tenancy, weekly rent paid, details of inspections whilst a Tenant and a contact name for Harcourts to confirm details with
- Advising your previous Agent / Property Owner that we will be contacting them to confirm details of your Tenancy

If you have rented several properties over the past three (3) years, we require information from all past Agents / Property Owners, including privately rented.

Applications take up to 24 hours to process (providing all relevant referees can be contacted). This may include checks through relevant credit check databases.

On **acceptance** of this application, all applicants are required to meet at this office, 16 Queens Gardens, Dunedin at a scheduled time to sign the Tenancy Agreement. It will then be necessary for you to pay the balance of the money, being the bond, (equivalent to 4 weeks rent) and the first weeks rent, prior to the commencement of the Tenancy.

**Please Note:** The property will continue to be actively marketed and available until the Tenancy Agreement is signed by all parties . We do not accept cash, payment can be made by Eftpos or direct into our Trust Account via internet banking at the time of meeting.

Please do not hesitate to call us on 03 477-7270 if you have any further queries regarding your application.

Harcourts Property Management  
**Residential Tenancy Applications –  
Identification**

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Before any application will be considered, each applicant must provide two (2) different means of identification – e.g;

Last Four (4) Rent Receipts	
Drivers License	
Photo I.D. (e.g. 18+ Card)	
Passport	
Reference. from current/previous Landlord or Agent	
Current Motor Vehicle Registration Papers	
Copy of most current telephone account, electricity account, gas account, bank statement	
Copy of Birth Certificate	

Should you not be able to provide suitable identification, please contact our agency for advice.

All Tenancy Applications are referred to relevant Tenancy Databases for confirmation of details supplied.

# Harcourts Property Management Residential Tenancy Application Form



Highland Real Estate Property Management Ltd, 16 Queens Gardens, Dunedin

Office: 03 477 5334

Email: rentals.dunedin@harcourts.co.nz

Website: www.dunedin.harcourts.co.nz

How did you hear about this property?  Harcourts Website  Trade Me  Newspaper  Rental List  Other: \_\_\_\_\_

## 1. PROPERTY DETAILS

Address of Property applying for: \_\_\_\_\_

Weekly Rent: \$ \_\_\_\_\_ Preferred Tenancy Commencement Date: \_\_\_\_\_

Preferred Tenancy Type: Periodic Tenancy or Fixed Term Preferred length of Tenancy: 6 mths/12 mths/other: \_\_\_\_\_

How many persons will occupy the Property? \_\_\_\_\_ No. Adults: \_\_\_\_\_ No. Children: \_\_\_\_\_

Age(s) of children: \_\_\_\_\_ Are any of the intended occupants smokers?  Yes  No

Name(s) of persons applying for this property with you: \_\_\_\_\_

**Please Note:** All intended occupants over the age of 18 years must complete an individual application form

## 2. PERSONAL DETAILS

Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_

Full Name: \_\_\_\_\_

Have you been known by any other name?  Yes  No

If yes, what other name(s) have you been known by? \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Drivers licence number: \_\_\_\_\_ Version number (5b): \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## 3. TENANCY HISTORY/REFERENCES

Have you ever had any Tenancy Tribunal Orders against you?  Yes  No  Not sure

If yes, please state details: \_\_\_\_\_

Are you currently:  Renting  Boarding  Flating  Own your own home  Other: \_\_\_\_\_

How long have you lived at your **current** address? \_\_\_\_\_ Years \_\_\_\_\_ Months

Why are you leaving this address? \_\_\_\_\_

Weekly rent paid: \$ \_\_\_\_\_ Bond held: \$ \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_ Landlord/Agent phone number: \_\_\_\_\_

Is your landlord/agent aware that you are looking for a rental property?  Yes  No

Can we contact your current landlord/agent for a Tenancy reference?  Yes  No

What was your **previous** address? \_\_\_\_\_

How long did you live at this address? Years: \_\_\_\_\_ Months: \_\_\_\_\_

Were you **previously**:  Renting  Boarding  Flating  Owned your own home  Other: \_\_\_\_\_

Name of Landlord/Agent? \_\_\_\_\_ Landlord/Agents phone number: \_\_\_\_\_

Weekly rent paid: \$ \_\_\_\_\_ Was your bond refunded in full?  Yes  No

If not please state why: \_\_\_\_\_

#### 4. EMPLOYMENT DETAILS

On what basis are you **currently** employed?  Full time  Part time  Casual  Contract  Self Employed

What is your occupation? \_\_\_\_\_

Employers name: \_\_\_\_\_ Employers address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

Length of employment: \_\_\_\_\_ Weekly/Monthly income: \$ \_\_\_\_\_

#### 5. SELF EMPLOYED

How long have you been self-employed? \_\_\_\_\_ Business Name: \_\_\_\_\_

Is your Company Registered?  Yes  No If yes, Registration Number: \_\_\_\_\_

Accountant Name: \_\_\_\_\_ Accountant Phone Number: \_\_\_\_\_

Do you draw a salary / wage?  Yes  No If no, how do you intend to pay rent? \_\_\_\_\_

#### 6. STUDENT DETAILS

What Institute do you attend? \_\_\_\_\_ Student ID # \_\_\_\_\_

Are you an overseas student?  Yes  No Visa Expiry Date: \_\_\_\_\_

Who is responsible for your rent payments?  Myself  Other If other please give details: \_\_\_\_\_

#### 7. WINZ

Do you receive a benefit?  Yes  No What is your WINZ number? \_\_\_\_\_

Will your rent be paid direct from WINZ?  Yes  No If yes, please attach a copy of the application form for rent to be paid direct from WINZ – this needs to be signed by yourself and the landlord/agent

#### 8. MOTOR VEHICLE DETAILS

How many vehicles will be kept at the property including your own? \_\_\_\_\_

Make/Model: \_\_\_\_\_ Registration number: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Registration number: \_\_\_\_\_

#### 9. PETS (please list details of all pets that will be kept at the property)

Do you have any pets?  Yes  No If yes, will the pet(s) be kept at the property?  Yes  No

Type & Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M/F Registration # \_\_\_\_\_

Type & Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M/F Registration # \_\_\_\_\_

Have you rented a property with your pet(s) before?  Yes  No Do you have any references for your pet(s)?  Yes  No

Have you ever had any complaints about your pet(s)?  Yes  No If yes, please give details: \_\_\_\_\_

#### 10. NEXT OF KIN CONTACT DETAILS (please provide a contact person not living with you in the event of an emergency)

Full name(s): \_\_\_\_\_

Relationship to you? \_\_\_\_\_ Home phone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Address for service: \_\_\_\_\_

#### 11. ADDITIONAL TENANCY REFERENCES AND/OR PERSONAL REFEREES

1. Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

#### 12. PRIVACY DISCLOSURE STATEMENT

Highland Real Estate Property Management Ltd are an independently owned and operated business. We are bound by the Privacy Act 1993. We collect information about you in this form to assess your application for a Residential Tenancy. We may need to collect information about you from your previous Landlord or Agent, your current Employer and your Referees. We will also check whether any details of Tenancy default by you are held on a Tenancy Default Database. Your consent to us collecting this information is set out below. We may disclose personal information about you to the Owner of the Property to which this application relates and any third party company as outlined below. If this application is successful we may disclose your details to service providers relevant to the tenancy relationships including maintenance contractors and Landlord's insurers. We may also send personal information about you to the

Owners of other Properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a Residential Tenancy may not be considered by the Owner of the relevant Property or, if considered, may be rejected.

### 13. PRIVACY CONSENT AND DECLARATION

**I agree to the collection, use and disclosure of my personal information for the following purposes;**

- Checking any of the details contained in this application form with third parties including any Tenant Information Database and the New Zealand Transport Authority.
- Making enquiries with third parties in relation to my creditworthiness, including any credit reporting agency.
- Placing any of the information regarding my identity supplied on this application form on a national online database.
- Using any of the information contained on any Tenancy Tribunal Order to assist the enforcement of any unsatisfied Money Order made against me by listing details of the order on an online national database.
- Using any of the information on this application form to assist in the enforcement of any unsatisfied Order made against me by the Tenancy Tribunal.
- Debt recovery purposes including appointing an agent to collect any outstanding debts and listing defaults with any credit reporting agency.
- Checking the Ministry of Justice fines database. This may be undertaken by a credit reporting agency on our behalf which will require my personal information to be collected by and disclosed to the credit reporting agency.

**I understand that any credit reporting agency to whom you may disclose my personal information may:**

- Hold that information on their credit reporting database;
- Use that information for the purpose of credit reporting or for any other lawful purpose;
- Disclose that information to their subscribers for the purpose of credit checking or debt collection of for any other lawful purpose.

I understand that if I have provided to you Driver Licence information that the provision of this information was voluntary.

I confirm the information in this form is true and correct and that I have read and signed the Cautions under the Privacy Act 1993.

I agree that if I enter a Tenancy Agreement then this application will form part of the Tenancy Agreement. Cautions provided pursuant to the Privacy Act 1993 and other information before applying for a Residential Tenancy

**In Terms of the Privacy Act 1993 you are given notice that:**

- 1) Requests Information – this application form asks you to provide personal information and
- 2) Purpose of Collection – the information collected on this form is required so that the Landlord is better able to assess whether you would be the best applicant on merit for the Tenancy and to record limited information contained in the application form on a web-based database. The limited information concerns your identity and your last known address. This information is required to assist the Landlord in locating you to enforce any unsatisfied money order made by the Tenancy Tribunal.
- 3) Recipient of Information – the information is provided by you to the Owner/Landlord/Agent/Property Manager.
- 4) Sight Information – I/we advise you that you have the right to see the information I/we hold about you.
- 5) Correct Information – to correct that information if it is incorrect in accordance with the Privacy Act 1993.
- 6) Holding Information – if you do not enter a Tenancy Agreement with the Landlord referred to on this application form, the application form will be destroyed.
- 7) Uses of Information – you are advised that some information relating to your identity and last known address may be supplied to a national web-based database.
- 8) Agree to pay letting fee on entering premises.

**Other information drawn to your attention:**

By completing this form you evidence the fact that you are applying to rent a Residential Property, and –

You are further advised that: If you do not supply all the information requested (other than the Driver Licence information) in this application form you may not be considered as the best applicant for the rental property or properties available.

**Please Note:** A separate completed application form is required for each person who proposes to enter a Tenancy Agreement.

I, \_\_\_\_\_ (please state full legal name) do solemnly and sincerely declare that I am over 18 years of age and affirm the information given in this form to be true and correct.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 14. SUPPORTING DOCUMENTATION

Please attach all supporting documentation to this application form, including:

- A colour photocopy of your identification such as Drivers Licence or Passport
- If you are not a New Zealand Citizen, a copy of your Visa (work/student)
- Any Written References (personal / tenancy)
- Your last 3 payslips or a current copy of your bank statement

**PETS:**

- Any written references
- A colour photograph of your pet(s)