

APPLICATION FOR RENTAL ACCOMMODATION

Before any application will be considered each applicant over the age of 18 years must complete an individual application form in full and provide the checklist below information where possible:

- Photocopy of your driver's licence, passport or other photo identification**
- Proof of income/employment (last 3 payslips or a current bank statement)**
- Any written tenancy references and a copy of your current rent ledger (if renting through an agency).** Written references will be confirmed verbally with the owner of the property. Please note that references from parents/flatmates/friends will not be accepted
- If you have never rented please provide two character references
- Pets: Please provide a written reference from your current and/or previous landlord plus a photograph of your pet(s) and a photocopy of the council registration (if applicable).
- If you are not a NZ Resident a photocopy of your Visa
- Make sure you sign in the 2 required places on this form.** (No signature will delay your application)

PLEASE NOTE:

All applicants for a tenancy are referred to a Tenancy Database Company for confirmation of details supplied. This check includes:

- Ministry of Justice Tenancy Tribunal orders
- The C.I.A. Debt Recovery Group Ltd
- T.I.N.Z. (Tenancy Information NZ) database
- VEDA ADVANTAGE (previously BAYCORP)
- LTNZ Driver's License national database

If you have any registered Tenancy Tribunal Orders made against you, your application may not be considered.

The following funds are required if your application is successful

BOND: 4 x weeks rent (unfurnished) 4 x weeks rent (fully furnished) unless otherwise stated

RENT: 1 x weeks rent in advance

Bond Transfers are not accepted under any circumstances

Upon approval and acceptance of your application form the letting fee must be paid in full directly into our bank account, we DO NOT accept cash. This fee is non-refundable and once paid all advertising of the property will be withdrawn.

All applications are to be completed in full and submitted via email: rentals@ultimateproperties.co.nz or handed in to the office at 9 Hardley Street, Hamilton. Please ensure all the relevant information is attached to your application to avoid any delays in your application being processed. The status of your application will be notified to you via email, text message or a phone call. Decisions are made by the owner of the property. All decisions are final.

Tenant Application Form

*If you do not enter into a tenancy agreement following the completion of this form, the form will be destroyed and we will not retain the information you have provided. Failure to provide ALL information may prevent your application being successful. You are required to provide a copy of photo identification with this application.

A. PROPERTY DETAILS

THIS INFORMATION IS PROVIDED BY YOU TO ULTIMATE PROPERTIES FOR THE PURPOSES OF ASSESSING YOUR ELEGIBILITY AS A TENANT FOR:

The property at: _____ Weekly Rent: \$ _____

Preferred Start Date: _____ Preferred Lease Term: _____

How many tenants will occupy the property? _____ Adults _____ Children Age(s) of Children: _____

Are any of the intended occupants smokers? Yes No

Name(s) of joint applicant(s): _____

Have you applied for any other properties as well as this one: Yes No

B. PERSONAL DETAILS

Mr Mrs Miss Ms Other _____

Surname: _____ Date Of Birth ____/____/____

First Name: _____ Middle Name/s: _____

Home Phone: _____ Work Phone: _____

Email: _____ Mobile: _____

Current Address: _____

Drivers Licence No: _____ Drivers Licence Version(5b): _____

Country of Birth: _____ Passport No: _____

If from overseas please provide copy of your visa/residency with your photo ID

C. APPLICATION HISTORY/ REFERENCES

Have you ever had any Tribunal Orders against you? Yes No Unsure

If yes, please state the details: _____

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

Are you currently? RENTING OWN HOME BOARD OTHER _____

Reason for leaving this address? _____

Weekly Rent paid: \$ _____ Bond Held: \$ _____

Name of **current** Owner/Agent/Agency? _____

Property Manager Name: _____ Phone No: _____

Email address: _____ Can we contact them for a reference? Yes No

If not, please provide an additional referee we can contact: _____

Previous Address: _____

Did you? RENT OWN HOME BOARD OTHER _____

How long did you live at this address? Years ____ Months ____ Weekly Rent Paid \$ _____

Was your bond fully refunded? Yes No If not, please state why: _____

Property Manager Name: _____ Phone No: _____

Email address: _____ Can we contact them for a reference? Yes No

If not, please provide an additional referee we can contact: _____

D. EMPLOYMENT HISTORY

What is your occupation? _____
Company name: _____ Company Address: _____
Contact name: _____ Contact phone number: _____
Length of employment: _____ Gross annual income: \$ _____

E. WINZ

Do you receive a benefit? Yes No Will your rent be paid direct from WINZ? Yes No

What is your WINZ number? _____

If yes, please attach a copy of application form for rent to be paid direct from WINZ – this needs to be signed by the landlord/agent

F. EMERGENCY CONTACT (Please provide contact details for a person who does not live with you.)

Full Name(s): _____
Relationship to you: _____ Contact phone number: _____
Address for service: _____

G. MOTOR VEHICLE DETAILS (Please list all vehicles that will be kept at the property)

Make/Model: _____ Make/Model: _____
Registration number: _____ Registration number: _____

H. PETS (Please list all pets that will be kept at the property – if pets are allowed)

Type/Breed: _____ Type/Breed: _____ Council
Registration Number: _____ Council Registration Number: _____

I. PERSONAL REFEREEES (Please supply contact details for 2 people we can contact for a personal reference)

Name: _____ Phone: _____ Relationship: _____
Name: _____ Phone: _____ Relationship: _____

J. ULTIMATE PROPERTIES PRIVACY DISCLOSURE STATEMENT

We 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 operated by T.I.N.Z. 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. 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 for 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. **Signed by applicant** _____ **Date:** _____

K. TENANT DECLARATIONS, CONSENTS AND AGREEMENTS

- I agree that the landlord may use this information to carry out any or all credit checks to assess my creditworthiness and I understand that if a credit check is carried out on me the credit reporter may hold my information on their credit bureau and use it for credit reporting services and any other lawful purpose and they may disclose my information to their subscribers for credit reporting purposes.
- I agree to any of this information or any default information being given to another landlord, credit bureau or tenant default database.
- I agree that you may use any of the information on this form to enforce any judgment in respect of the tenancy agreement or in respect of any Order against me made by the Tribunal.
- I agree that I have voluntarily given you my driver license details and that you may verify my driver license details with the NZTA.

K. TENANT DECLARATIONS, CONSENTS AND AGREEMENTS CONTINUE

I agree to you giving my information to the Ministry of Justice to check for any overdue fines I may have and that a credit reporter may carry out this check for you which will mean the information will be given to the credit reporter.

I agree to pay any or all cost of collection including disbursements, fees, commissions 4 weeks bond and first weeks rent on entering into an agreement to rent any property introduced to you by Ultimate Properties.

I confirm that the information in this form is true and correct and that I have read and signed the Cautions under the Privacy Act 1993 and all of the other information contained in this Application to Rent form before completing the application form itself.

I understand that any false or misleading information given in this application may render the tenancy, if I am accepted, liable to termination. I declare that to the best of my knowledge the above information and that submitted in any accompanying documents is true, including the required photo identification.

I confirm that I have physically viewed the property on (date) _____ and am happy with the general state and cleanliness the property was in, unless otherwise stated on separate sheet with application.

I authorise Ultimate Properties to collect information about me from:

1. My previous/current letting agent and/or landlord(s)
2. My referees
3. My employer
4. Any tenancy default database (including T.I.N.Z) which may contain personal information about me.

I authorise Ultimate Properties to disclose details about any defaults made by me under the tenancy to which this application relates to and any default database to which it subscribes including T.I.N.Z.

I authorise Ultimate Properties to disclose personal information it collects about me to the owner of the property, even if the owner is a resident outside of NZ.

Applicant's Signature _____

Date: _____

OFFICE USE ONLY

Credit Check Completed: _____

Landlord approved: _____

References Checked: _____

WINZ Form/letter: _____

Accepted Declined

Start Date: _____

Deposit Paid: \$ _____