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TENANCY APPLICATION FORM

Please note: This must be fully completed prior to our processing. Any information not supplied may prejudice your opportunities to secure the property you desire. Ask your Leasing Consultant if you have any queries.

City Sales Ltd will be doing a credit check through Baycorp Advantage and or Tenancy Information NZ – Please be aware that signing this Tenancy Application allows us to proceed with credit check for the sole purpose of this application only.

LETTING AGENT: _____

PROPERTY DETAILS

Property Address: _____
Requested date to occupy: _____
Rental amount: _____
Tenancy agreement to be made up as follows:
Fixed Term of 9 months (please tick)
12 months (please tick)
No of people who will occupy this property _____

APPLICANT DETAILS

Surname: _____
First Names: _____
How do you preferred to be addressed? _____
Phone work: _____ Phone Home: _____
Mobile phone: _____ Date of Birth: _____
ID Drivers Licence / Passport No: _____ Expiry Date: _____ DL Version No: _____
E-mail address: _____
Current address? _____
How long have you lived there? _____
Landlord or Property Manager: _____
Landlord or Property Manager's Phone: _____
Why are you moving? _____
Previous address: _____
Landlord or Property Manager's name & phone: _____
Any pets?: YES NO If yes please specify: _____ Any smokers?: YES NO

EMPLOYMENT HISTORY

Name of Employer / Institution: _____
Occupation: _____ Phone: _____
Address: _____
Contact person at work / Tutor: _____
How long have you worked / studied there?: _____

CHARACTER REFERENCES

I consent to you contacting any tenant database or credit bureau and any of the following referees:

Name: _____ Relationship: _____

Phone Work: _____ Phone A/H: _____

Name: _____ Relationship: _____

Phone Work: _____ Phone A/H: _____

Name: _____ Relationship: _____

Phone Work: _____ Phone A/H: _____

ADDITIONAL

Flatmates / Family:

Full Names: 1) _____ (Mob / Bus) _____

2) _____ (Mob / Bus) _____

3) _____ (Mob / Bus) _____

Next of Kin / Emergency contact in NZ: _____

Relationship: Mother / Father / Other: _____

Address: _____ Phone: _____

I confirm the following:

- During my inspection of this property I found it to be in a reasonably clean condition Yes / No
- If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

.....

- I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.

Privacy statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to

process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I undertake to pay a letting fee during application and specified bond and two weeks rent in advance through bank cheque, money order or other agreed method (not personal cheque) made payable to **City Sales Ltd** upon signing the Residential Tenancy Agreement.

I understand that the Agreement is not final and no keys will be provided until all funds have been remitted including the agreed Bond.

If a letting fee/deposit fee is being paid on the property, the following conditions will apply

It is hereby acknowledged:

- That the applicant has paid a letting fee equivalent of one week's rent plus GST \$..... to confirm application. The premises will be reserved for the applicant for a period of up to 2 days prior to signing the Residential Tenancies Agreement.
- That should the landlord decline the application the letting fee will be refunded to the applicant in full.
- That should the landlord accept this application the letting fee will be retained by City Sales Ltd as the fee for service.
- That should the applicant decide not to proceed, the landlord may retain so much of the letting fee as is equal to the amount of rent that would have been paid during the period the premises were reserved. The balance of the letting fee will be retained by City Sales Ltd for service.
- That the letting fee will be banked into City Sales Rental Trust account 030104-0370903-02 and any refund given will be by way of online bank transfer.
- City Sales will provide keys/swipe cards only to tenants nominated in the tenancy agreement and any additional cards are at the tenants' expense.

Applicant's signatureDate: ____/____/____

Agent's signature Date: ____/____/____