



PROPERTY MANAGEMENT

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Licensed Real Estate Agents (REAA 2008)

TENANCY APPLICATION

Tenancy Details

Property address: _____ Rent per week: \$ _____
Commencement date: _____ Length of Tenancy: _____
Where did you see the property advertised? KEY2 Website / TradeMe / realestate.co.nz / Newspaper advertisement / Signboard / Other: _____

Applicant Details

First Name: _____ Surname: _____
Date of birth: _____ Male / Female _____ Mr / Mrs / Ms / Miss _____
Nationality _____
Marital Status: _____ Married / De facto / Single / Separated / Divorced _____
No. of dependants: _____ Do you smoke? Yes / No _____
Please list any pets: _____
Your current address: _____
Telephone: Business: _____ Home: _____
Mobile: _____ Email: _____
Current home: _____ Rented / Owned / with Parents / with Friends / temporary accommodation _____
Length of time at above address: _____
Reason for moving: _____

Present Landlord

Name: _____
(or previous landlord if you are not currently renting)
Contact telephone no: _____ Rent per week \$ _____
Dates you were renting: from: _____ to: _____
If you do not have a current or previous landlord we will require a guarantor or other written reference
How many people will be living at the property? _____
Name: _____ Date of birth: _____
Name: _____ Date of birth: _____
Name: _____ Date of birth: _____
Name: _____ Date of birth: _____

References

If employed as a salary or wage earner:

Employer: _____ Your position: _____
Who can we contact for a reference? Name: _____
Their position: _____ Telephone: _____
Length of time with employer: _____ Salary per week: \$ _____

If self-employed, nature of business: _____

Trade reference – Business Name: _____

Length of time dealing with company: _____

Who can we contact for a reference? Name: _____

Position: _____

Telephone: _____

What products or services do they supply you with?: _____

If claiming a benefit:

WINZ No: _____

Total weekly income: _____

\$ _____

If you do not have any of the above, we will require a copy of a bank statement showing you have sufficient funds to pay for 6 months rent.

Next of kin (or nearest relative/close friend not living with you)

Name: _____

Relationship: _____

Address: _____

Home phone: _____

Work phone: _____

Motor Vehicle Details

Make: _____

Model: _____

Registration: _____

How many vehicles will be kept at the property? _____

Monies to be paid with this application

Letting fee (one week's rent plus GST @ 12.5%) \$ _____

Photo ID type: _____

Drivers licence / passport / student ID

ID No: _____

Please choose: _____

NZ citizen / Permanent Resident / Student Visa / Working Visa / Visitors Visa

Proof of Address: _____

Utility account (i.e. power) / Other printed letter

ID Sighted: _____

Pay to: KEY2 Rent Trust Account

ASB

12 3107 0062256 001

Note: Three week's bond plus one week's rent to be paid on signing a Tenancy Agreement.

The details on this form are required KEY2 for management and administration purposes. Your application to rent a property through KEY2 is subject to the verification and approval by KEY2 of the details supplied by you. Failure to supply full and correct details may result in KEY2 not granting you this tenancy or termination of tenancy. Signing this application form deems you to have accepted the tenancy on offer at the rent per week and from the commencement date stated on the front of this form. If after verification and granting of this tenancy by KEY2 you decide not to proceed with the tenancy you will be required to give 21 days notice as set out in the Residential Tenancy Act 1986. The applicant has the right to withdraw this application by notice in writing at any time prior to the acceptance of this application and granting of the tenancy by KEY2. The applicant has the right of access to and may request the correction of personal information on this form whilst it is held by the landlord. A separate form is required for each signatory to any Tenancy Agreement. I/We grant authority to the landlord under the provisions of the Privacy Act 1993 Principle 2(2)(b) 3(4)(a) 10(b) and 11(d) to collect, disclose, use and to make inquiries into any information on this form and on any matter relating to any tenancy relevant to myself. I agree that this authority is irrevocable.

I/We hereby certify that the information given in this application is true and correct. I/We hereby agree to pay KEY2 a letting fee which shall become due upon the signing of this application. The letting fee will be refunded to the applicant if KEY2 decline this application and not grant the tenancy applied for. I/We hereby acknowledge that KEY2 may charge the owner of the property a commission or fee in connection with my/our tenancy.

Signed _____

Date _____