

# Tenancy Application

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

## Date Of Application

## Address/es Of Properties Applying For Or Details Of What You Want In A Home

Number Of Bedrooms Required:                      Length Of Lease:  
 Parking Requirements:                                  Preferred Move In Date:  
 Fencing:    Other Features Needed:

## How Did You Find Out About The Rental Property?

Rental List  Telephoned  Newspaper  Window Card  Internet  Email  Rent Sign  Other

## Applicants Details

Full Name:

Date Of Birth:

Drivers Licence/Passport Number: (Copy Must Be Supplied)

Phone Numbers:            Home:    Work:    Mobile:

Email Address:

Smoker: (Please Circle One)    Yes    Yes – But Outside Only                      No

Please Provide Details Of The Vehicles That Will Be Kept At The Property

Make:    Model:    Year:    Registration:

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## Pets - If You Have Any Pets Please Provide Details Of Them Below

## Current Home Details

Street Address:

Suburb:    City:

Current Situation: (Please Circle One)    Renting                      Boarding                      Living With Family                      Own Home

If Rented Name Of Landlord/Agent:

Phone Numbers:            Home:    Work:    Mobile:

Time At Address:    Current Rental Amount:

Reason For Leaving:



## Emergency Contact Person – Please Provide Details Of Someone To Contact

Full Name:

Current Address:

Phone Numbers:

Home:

Work:

Mobile:

Relationship To You:

## Please Make Sure The Following Documents Accompany This Application

Photocopy Of Identification

6 Months Mortgage Payment History If Owned Own Home

Proof Of Income

Other Documents (Please Provide Details Below)

## Database

If Your Are Unsuccessful, Would You Like To Go On Our Email Database Of New Listings? (Please Circle One) Yes

No

## Please Read Carefully Before Signing

### Processing Tenancy Applications

We endeavour to process all tenancy applications as soon as we are possibly able. Sometimes there are difficulties contacting referees, confirming previous rental/home details, or contacting the property owner. **We are unable to process applications that have not been completed in full, have not been supplied with all documents needed, or not signed by the applicant.** We will contact you and inform you whether your application was successful or not. Please be aware that some properties attract more than one applicant, and that if you are unsuccessful it does not mean that you are unsuitable – so please apply for other properties.

### Initial Payment Of Rent, Bond And Letting Fee, Signing Of Paperwork, And Rent Payments

Prior to taking possession of the property, we require a 4 week bond, a weeks rent in advance, and a letting fee of 1 weeks rent plus GST. This has to be paid by Cash, bank Cheque or Direct Credit into our bank account. We **do not** accept personal cheques. **This office also does not accept bond transfers.** All monies **must** be paid prior to collecting the keys. The Paperwork must be signed once you have agreed to accept the property and the agent will discuss a time with you that is suitable. It is our policy that all rent payments are to be made into our bank account via automatic payment. An automatic payment form will be done with the paperwork.

### PRIVACY ACT 1993 STATEMENT

For the purposes of the Privacy Act 1993:

This application form collects personal information about you.

This information is required to assess your eligibility as a tenant and collects information which would be provided to a tenant default database or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement. A tenant default database records the names of persons who have been found to breach a tenancy agreement or the Residential Tenancies Act 1986 by the Tenancy Tribunal.

The information in the tenancy application form will, if you enter into a tenancy agreement with us, be held on a database and used by us and by the owner of the rented property.

The information will also be made available to credit bureau's and tenant default databases.

If you do not supply all information in this form, you may not be considered as a tenant for any of the properties we administer.

You have a right to see the information we hold about you and correct that information in accordance with the Privacy Act 1993.

You have a right to see the information held about you by any credit bureau or tenant default database and correct that information in accordance with the Privacy Act 1993.

I confirm the information in this form is true and correct and that I have read and understood all on the form including the Privacy Act 1993 statement above.

Should Glenbarry Real Estate Limited MREINZ Property Management introduce me/us to any premises which leads to me/us taking a tenancy I/we undertake to pay a letting fee of 1 weeks rent plus GST.

I/we hereby authorise Glenbarry Real Estate Limited to use and disclose my/our personal information in accordance with the above Privacy Act 1993.

I/We the applicant/s do solemnly and sincerely declare that the information provided is true and correct.

I/We also acknowledge and accept that if this application is not successful, the Agent is not obliged to give reasons.

I/We also acknowledge that if unsuccessful, this application will be destroyed.

I consent to you providing the information in this form and details of any proven breach of my tenancy agreement or of the Residential Tenancies Act 1986 to any credit bureau or tenant default database.

I acknowledge that the information may then be publicly accessible through credit bureau or tenant default databases.

I agree that you may use the information on this form to enforce any judgement in respect of the tenancy agreement or in respect of any order made against me made by the Tenancy Tribunal.

## Applicants Signature: