

Tenancy Application Form

All details to be filled in and all information needs to be supplied to process this applications

LETTING AGENTS NAME:			DATE OF APPLICATION:		
ADDRESS APPLICANT APPLYING FOR:				RENT PER WEEK: \$	
HOW DID YOU FIND OUT ABOUT THE PROPERTY:					
Rent sign	Rental list	Telephoned	Newspaper	Window screen	Internet
1ST APPLICANT – FIRST NAMES:			SURNAME:		MALE FEMALE
Phone:		Mobile:			
Date of Birth:		Age:	Drivers License/Birth Certificate No:		
Email Address:					
Current Employer:			Position:		Work phone:
CURRENT ADDRESS:					
How long have you lived there:		Current rent: \$	Reason for leaving:		
Name of Landlord:			Phone:		Work phone:
PREVIOUS ADDRESS:					
How long did you live there:		Previous rent: \$	Reason for leaving:		
Name of Landlord:			Phone:		Work phone:
2ND APPLICANT – FIRST NAMES:			SURNAME:		MALE FEMALE
Phone:		Mobile:			
Date of Birth:		Age:	Drivers License/Birth Certificate No:		
Email Address:					
Current Employer:			Position:		Work phone:
CURRENT ADDRESS:					
How long have you lived there:		Current rent: \$	Reason for leaving:		
Name of Landlord:			Phone:		Work phone:
PREVIOUS ADDRESS:					
How long did you live there:		Previous rent: \$	Reason for leaving:		
Name of Landlord:			Phone:		Work phone:
DO YOU HAVE PETS: Yes No Please specify:			SMOKER NONSMOKER		
NAME OF TWO CHARACTER REFEREES: (NOT family of friends)					
Full name:		Relationship to Applicant:		Phone:	
1.					
2.					
NAME OF RELATIVE NOT LIVING WITH YOU:					
Address:			Phone:		Mobile:

HOW MANY TENANTS WILL BE RESIDING AT THE PROPERTY: Adults Children		
Name:	Occupation:	Age:
Name:	Occupation:	Age:
Name:	Occupation:	Age:
Name:	Occupation:	Age:
HAVE YOU EVER BEEN EVICTED OR ARE YOU IN DEBT TO ANOTHER LANDLORD OR AGENT: Yes No		
If yes, give details		
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE: Yes No		
If yes, give details		
HAVE YOU EVER RENTED FROM US BEFORE: Yes No If so, from what address:		
DO YOU ACCEPT THE PROPERTY IN ITS PRESENT CONDITION: Yes No		
If no, give details:		
<p>I/We the applicant, warrant that the information provided on this Tenancy Application form is true and correct.</p> <p>I/We have inspected the premises and wish to take the tenancy of such premises for 12 month fixed term, 6 month fixed term, periodic tenancy commencing on</p> <p>I/We authorise Oxygen (a subsidiary company of Hutt City Limited) to conduct reference, credit and Ministry of Justice checks to assess eligibility of this application.</p> <p>I/We understand and agree that if this application is unsuccessful, Oxygen is not obliged to give reasons for non-approval.</p> <p>I/We understand that in the event that this application is not successful, it will be destroyed after one calendar month.</p> <p>I/We understand and agree that if this application is successful, I/We will be asked to sign a Tenancy Agreement for the property, pay a minimum of one week's rent in advance, pay a letting fee to Oxygen plus GST and pay up to 4 weeks bond for the property within 24 hours of acceptance of this application.</p> <p>I/We also understand that it I/We will be responsible for the connection of utilities (e.g. gas, electricity, internet, telephone etc.) into my/our name by the commencement of the Tenancy.</p> <p>Privacy Statement: This Tenancy Application Form collects personal information about you. The information collected is required to assess your eligibility as a tenant/s for the rental property you have applied for. The information provided on this form will be used to carry out certain tenant criteria checks pursuant to Oxygen's policies and procedures. This may include checks with the Ministry of Justice, Veda or other credit check facilities, reference checks including with current or previous landlords, current or previous employers and character references. If your application is not successful, it will be destroyed within one calendar month of the date of its signing. If your Tenancy Application is successful, your personal information will be stored on Oxygen's property management software and in hard copy in a file for the relevant property for the term of the tenancy. This information may, upon request from the landlord, be provided to them or to their authorised agents. At the end of your tenancy, the information will be archived as required by law for a minimum of seven (7) years. Oxygen may receive requests from authorities whom have a legislative mandate to collect certain information. Oxygen will comply with all laws and regulations regarding those requests. For example, this may include providing information to the Police regarding any investigations.</p>		
I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS		DATE:
FOR OFFICE USE ONLY REFERENCE CHECKLIST	DATE:	CHECKED BY:
		APPROVED NOT APPROVED
1. LANDLORD/EMPLOYER/CHARACTER REFERENCE CHECKLIST:		2. LANDLORD/EMPLOYER/CHARACTER REFERENCE CHECKLIST:
Name:		Name:
1. Did the tenants pay their rent on time:		1. Did the tenants pay their rent on time:
2. Were there any occasions when they did get into arrears:		2. Were there any occasions when they did get into arrears:
3. Did they keep the property tidy:		3. Did they keep the property tidy:
4. Did they leave the property tidy:		4. Did they leave the property tidy:
5. Did you refund the bond:		5. Did you refund the bond:
6. Would you rent this property to them again:		6. Would you rent this property to them again:
7. Any other comments:		7. Any other comments: