

Pre-tenancy Application Form

Tenancy Details



1. Please complete the following details to apply for the tenancy of this property.
2. The information you provide is for the purpose of applying for this tenancy only and may be used for a credit and reference check. Your privacy is protected under the Privacy Act 1993.

PROPERTY ADDRESS: _____
Price you have seen the property advertised for: \$ _____
If accepted when would you like the tenancy to begin? _____

Applicant Details

Mr / Mrs / Miss / Ms (please circle)
First name + Middle Name(s): _____
Surname: _____
Email: _____ Date of birth: _____
Mobile no.: _____
Home no.: _____ Work no.: _____

Address of where you currently live: _____

How long have you lived there? Years: _____ Months: _____

(please choose one) I'm renting this property I'm the owner I live with parents I'm just a boarder
 other (please specify): _____

Please state why you are leaving this address: _____

If you are currently renting, please provide your landlord's name and contact details.

Name(s) _____
Property Management Company (if applicable) _____
Phone: Home: _____ Work: _____ Mobile: _____
Do you agree for me to contact this person for a reference? (Please circle) **YES / NO**

Currently you are: (please choose one) Employed Unemployed Receiving WINZ benefit Student
 Other (please specify) _____

If employed (full time or part time), please provide employment details:

Company name: _____
Your position: _____ Is this: part time or full time (choose one)

Employer (Referee 1):

Name: _____
Position: _____
Phone: _____
Do you agree for me to contact this person for a reference? (Please circle) **YES / NO**

Please let **ALL** your referees know we may be contacting them to give you a reference.
Please turn over....!!!

Other References / Contacts (Please provide two other contacts)

One of these can be your friend, a case worker or someone from your community who knows you well.
The other should be your close relative or someone close to you who we can contact in case of an emergency.

Contact / Referee 2

Name: _____
Relationship to you: _____
Phone: Mobile: _____ Home: _____ Work: _____

Next of Kin

Name of a close relative (emergency contact): _____
Relationship to you (eg. parent, brother or sister): _____
Address: _____
Phone: Mobile: _____ Home: _____ Work: _____

Further information:

How many people will reside at the property: adults: _____ / children: _____
Do you have any pets? YES / NO If yes, please specify: _____
Is there anything that may affect your application? Nothing I'm aware of / Possibly
Please specify: _____

Identification (Please provide some photo identification, such as your driver's licence or passport)

Driver's licence or passport number: _____
Car/vehicle registration number: _____
Make and model: _____

Alternative form of ID provided: Type _____

Declaration

Iunderstand that you Phoenix Property Management are asking me for personal information about me to be able to better assess whether I am the best applicant on merit for the tenancy and; as to be able to use Baycorp Advantage's credit reporting service to credit check me.

I understand that:

- Baycorp Advantage will give you information about me for that purpose.
- You will give my personal information to Baycorp Advantage, and that Baycorp Advantage will hold that information on their systems and use it to provide their credit reporting service.
- When other Baycorp Advantage customers use the Baycorp Advantage credit reporting service, Baycorp Advantage may give the information to those customers.
- If I default in my payment obligations to you, information about that default may be given to Baycorp Advantage, and Baycorp Advantage may give information about my default to other Baycorp Advantage customers.

Any legal or debt collection costs incurred in recovering money owed by myself the tenant will be payable by myself.

I have read and understood this application form.

I agree to this information being used as necessary to obtain personal references and a credit check.

I agree to pay your fee of one week's rent (plus GST).

Signed _____ Date _____