



# Servanté

Property Management

PO BOX 1440, PARAPARAUMU BEACH 5032

0274368503

WWW.SERVANTE.CO.NZ

KAREN@SERVANTE.CO.NZ

## TENANCY APPLICATION FORM

THE COMPLETION OF THIS FORM IS NOT MANDATORY, BUT THE VOLUNTARY SUPPLY OF INFORMATION WILL ENHANCE THE LIKELIHOOD OF A TENANCY BEING ENTERED INTO.

### APPLICANT ONE

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Gender:	<input type="text"/>	Date of Birth:	<input type="text"/>
Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>	Drivers License:	<input type="text"/>
		Version:	<input type="text"/>
Current Employer:	<input type="text"/>		
Position:	<input type="text"/>	Work Phone:	<input type="text"/>
Do you have any pets?	<input type="checkbox"/> No <input type="checkbox"/> Yes:	Please Specify:	<input type="text"/>
Do you smoke?	<input type="checkbox"/> No <input type="checkbox"/> Yes:	Outside	<input type="checkbox"/>
Current Address:	<input type="text"/>		
Length of tenancy:	<input type="text"/>	Current Rent:	<input type="text"/>
What is your reason for leaving?	<input type="text"/>		
Name of Landlord:	<input type="text"/>	Landlord Phone:	<input type="text"/>
Previous Address:	<input type="text"/>		
Length of tenancy:	<input type="text"/>	Rent:	<input type="text"/>
What is your reason for leaving?	<input type="text"/>		
Name of Landlord:	<input type="text"/>	Landlord Phone:	<input type="text"/>
Will you be seeking assistance from WINZ?	<input type="checkbox"/> No <input type="checkbox"/> Yes:	WINZ Number:	<input type="text"/>
Bank Account for rent payment deductions:	<input type="text"/>		
Rent payment frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly		

### APPLICANT TWO

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Gender:	<input type="text"/>	Date of Birth:	<input type="text"/>
Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>	Drivers License:	<input type="text"/>
		Version:	<input type="text"/>

## APPLICANT TWO CONTINUED

Current Employer:

Position:  Work Phone:

Do you have any pets? ☐ No ☐ Yes:  Please Specify:

Do you smoke? ☐ No ☐ Yes: ☐ Outside

Current Address:

Length of tenancy:  Current Rent:

What is your reason for leaving?

Name of Landlord:  Landlord Phone:

Previous Address:

Length of tenancy:  Rent:

What is your reason for leaving?

Name of Landlord:  Landlord Phone:

Will you be seeking assistance from WINZ? ☐ No ☐ Yes: WINZ Number:

Bank Account for rent payment deductions:

Rent payment frequency: ☐ Weekly ☐ Fortnightly ☐ Monthly

## OTHERS

Please list all other persons who will be living at the property (including children):

Name	DOB	Occupation	Relationship to You	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## CARS

How many vehicles wil you have parked at the property?

Make & Model	Registration Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## EMERGENCY CONTACT

Emergency contact of someone not living with you that we can contact in case we cannot find you.  
**This must be a New Zealand address.**

Name:  Relationship to you:

Address:

Email Address:  Phone Number:

## CRIMINAL RECORD

Have you ever been evicted or are you in debt to another landlord? ☐ Yes ☐ No

If Yes - please provide details:

Have you ever been convicted of a criminal offense? ☐ Yes ☐ No

If Yes - please provide details:

## YOUR SITUATION

Date property required by:  Number of bedrooms required:

Garage Required? ☐ Yes ☐ No Maximum rent you are willing to pay:

## 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 criterion checks pursuant to Servante Property Management Ltds' policies and procedures. This may include checks with the Ministry of Justice, Visa or other credit check facilities, reference checks including with current or previous landlords, previous employers and character references. If your application is not successful, it will be destroyed within one calendar month of the date of signing. If your application is successful, your personal information will be stored on Servante Property Management Ltds' property management software and a 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 the authorised agents. At the end of your tenancy, the information will be archived as required by law for a minimum of seven (7) years. Servante Property Management Ltd may receive request from authorities who have a legislative mandate to collect certain information. Servante Property Management Ltd will comply with all the laws and regulations regarding these requests. For example, this may include providing information to the police regarding any investigations.

I/We the applicant, warrant that the information provided on this tenancy application form is true and correct.

I/We understand that this application is subject to the approval of the property owner.

I/We will authorise Servante Property Management Ltd to conduct reference, credit and Ministry of Justice checks to assess eligibility of this application.

I/We understand and agree that this application, if unsuccessful, Servante Property Management Ltd is not obliged to give any reason for the non approval.

I/We understand that in the event that this application is not successful, that it will be destroyed after one calendar month.

I/We will understand and agree that if this application is successful, I/We will be asked to sign a tenancy agreement for the property, and:

- Pay a minimum of ones weeks rent (non refundable deposit to secure the premises)
- Pay up to 4 weeks bond for the property;

Within 24 hours of acceptance of this application, to Servante Property Management Ltd.

I/We also understand that I/We will be responsible for the connection of utilities (eg gas, electricity, internet, telephone) into my/our own names by the commencement of the tenancy.

Applicant One Signature:  Date:

Applicant Two Signature:  Date:

## REFERENCES

### Other landlord/property references

Name:  Contact Number:

Property Address:

Name:  Contact Number:

Property Address:

### Other employment references

Name:  Contact Number:

Place of Work:

Name:  Contact Number:

Place of Work:

### Character references

Name:  Contact Number:

Relationship to you:

Name:  Contact Number:

Relationship to you:

### Guarantees

Name:  Contact Number:

Relationship to you:

Name:  Contact Number:

Relationship to you:

When Servante does character and credit checks is there anything you would like to share before we find out?