



Pre-Tenancy

Application form for each tenant

Please complete this form to apply for the tenancy at the address below. The information you provide is for applying for this tenancy and may be used for a reference, namecheck or credit check. Many landlords are required to retain this form for the duration of the tenancy to meet insurance company *Landlord Obligations 2017* which may be required in conjunction with a property damage insurance claim.

Tenancy details		
Property address		
Commencement of tenancy:	Date:	/ /
Applicant details		
Full name:	Date of birth:	/ /
Phone number:	Mobile phone:	
Email:		
Current address:		
How long have you lived there?	Years:	Months:
Please state why you are leaving this address:		
Identification		
Please provide photo identification, such as your driver's licence. <i>NB: Provision of this number is voluntary and will only be used to verify your identity and for carrying out a credit check.</i>		
Tick box to indicate method of identification and fill in the detail		
<input type="checkbox"/> Drivers licence	Number:	Version:
<input type="checkbox"/> Passport	Number:	Date of birth:
<input type="checkbox"/> Other photo ID	Describe type of ID:	Date of birth:

Emergency contact

Name:

Address:

Phone number:

Mobile phone:

Email:

Current landlord's details

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

Landlord's name:

Phone number:

Mobile phone:

Email:

May I contact this person for a reference?

Yes / No (Please circle)

References

Please provide two referees that I can contact. Referees can be a friend, co-worker, your employer or someone who knows you well.

One of your referees should be able to provide a reference about your creditworthiness. If you have already provided your current landlord's details,

only one additional referee is needed. Please let these people know I may be contacting them for a reference.

Referee name 1:

Phone:

Email:

Referee name 2:

Phone:

Email:

Signature

I authorise the Landlord/Property Manager to:

- Collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy and do a namecheck.
- Disclose information about me, whether collected from me directly or from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit report (which will involve the credit reporting agency providing information about me to the Landlord/Property Manager).

I understand that the credit reporting agency:

- May hold my information on their credit reporting database and use it for providing credit reporting services, and they may disclose my information to their subscribers for the purpose of credit checking or debt collection.
- As part of pre-tenancy approval namecheck, may check the Ministry of Justice fines database for any overdue fines I may have.
- Namecheck may check Ministry of Justice for previous publishing history.

Signed by _____ Date signed _____

Under the Privacy Act 1993, you have the right to ask for a copy of all information held about you, and have the right to request the correction of any incorrect information.