

Pre-tenancy application checklist

Looking for a new place to live can be time consuming and stressful if you are not well prepared. Make sure you're well informed and have your documents ready before you go to your next viewing.

1. Bring along the right paperwork; fill in the pre-tenancy application form attached and bring a form of photo ID
2. Know what your rights are as a renter. Is the landlord asking for a letting fee? Are they asking for your bank statements? Landlords cannot ask for either of these things.
3. **Know your responsibilities** as a renter. Are you clear on how much notice you need to give when you move out?
4. Have money set aside for moving in costs, bond payments and rent in advance.
5. What sort of maintenance will you be required to do to keep the property clean and tidy? Consider this before moving in.
6. Know which **questions to ask the landlord**; what furnishings are provided? Will the tenancy be periodic or fixed term?

We want you to have the confidence that you're choosing the right house. This guide will help you to put your best foot forward, and save yourself time when looking for a new home.

The TenantCheck team

Pre-tenancy application form

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 credit and reference check. Your privacy is protected under the Privacy Act 1993.

Tenancy Details (Landlord to complete)

Landlord full name(s) or trading name:

Property address:

Tenancy start date: / /

Applicant details

Full name:

Phone number:

Mobile phone:

Email:

Current Address:

How long have you lived there?

Why are you leaving this address?

Identification

Please provide photo identification, such as your driver's licence.

Driver's licence number:

Version #:

Note: Provision of this number is voluntary and will only be used to verify your identity and for carrying out a credit check

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:	
<ul style="list-style-type: none">• collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy; and• 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; and
- as part of providing a credit report, may check the Ministry of Justice fines database for any overdue fines I may have.

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.