Tenancy Application Form

Applications will only be accepted if received in full and accompanied by colour photo ID.
The property must have been viewed.

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LETTING AGENTS NAME:	**DATE OF APPLICATION:**
ADDRESS APPLICANT APPLYING FOR:	
I HAVE VIEWED THE PROPERTY OR HAD SOMEONE VIEW ON MY BEHALF ☐	**RENT PER WEEK: $**
Name of person who viewed and date of viewing:	
How many tenants are to be on the lease ☐	**NB: Each leaseholder is required to complete a separate application form.**
HOW DID YOU FIND OUT ABOUT THE PROPERTY: Rent sign ☐ Rental list ☐ Telephoned ☐ Newspaper ☐ Window card ☐ Oxygen website ☐ Trade Me ☐	

IDENTIFICATION

Before submitting this form please ensure you have attached colour photo ID ☐

Please tick the identifying documents you have provided with your application:

Passport ☐

OR

New Zealand Drivers Licence ☐

OR

Overseas drivers licence ☐ **AND** Full Birth Certificate ☐ **AND** Utility Bill (including address - e.g. phone/electricity/gas) ☐

OR

Proof of Age Card 18+ Card ☐ **AND** Full Birth Certificate ☐ **AND** Utility Bill (including address - e.g. phone/electricity/gas) ☐

PERSONAL DETAILS

FIRST NAMES (as on photo ID)**:**	**SURNAME:** **M** ☐ **F** ☐
Phone:	Mobile:
Do you have a Community Services Card? Yes ☐ No ☐	Community Services Card Number?
Date of Birth:	Drivers License/Passport No (version):
Email Address:	
Are you a New Zealand Citizen: Yes ☐ No ☐ **or** a New Zealand Resident: Yes ☐ No ☐	
If not, do you have a current Work Visa covering the period of tenancy (A copy of this visa is to be attached to the application): Yes ☐ No ☐	
Will you be seeking assistance from WINZ: Yes ☐ No ☐	WINZ client number:
What type of assistance: Regular Rent Payments Yes ☐ No ☐	Move in costs (eg. rent, letting fee) Yes ☐ No ☐

EMPLOYMENT DETAILS

Employment status: Full Time ☐ Part Time ☐ Casual ☐ Contract ☐ Self Employed ☐ Unemployed ☐

If Unemployed please provide details of previous employer, if any

Occupation:	Net Income per week:
Date employment commenced:	Date employment terminated:
Employer/Business Name:	Manager's Name:
Address:	Manager's Phone:
If self employed, Accountant's Name:	Phone:

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STUDENT DETAILS (if applicable)	
Are you studying Full Time ☐ Part Time ☐	Student ID Number:
Education Institution and course completing:	
Are you an overseas student? YES ☐ NO ☐ If yes, visa expiry date:	A copy of this visa is attached to this application ☐
Will you be seeking assistance from Studylink: Yes ☐ No ☐	Studylink Number:

RESIDENTS DETAILS		
HOW MANY TENANTS WILL RE RESIDING AT THE PROPERTY	**Adults:**	**Children:**
Name:	Occupation/Relationship to Applicant:	Age:
Name:	Occupation/Relationship to Applicant:	Age:
Name:	Occupation/Relationship to Applicant:	Age:
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Name:	Occupation/Relationship to Applicant:	Age:
Are you or any of the residing tenants smokers? Yes ☐ No ☐		

PETS		
Do you intend to keep pets at the property? Yes ☐ No ☐	If so, how many?	
Is your dog/s registered with the council? Yes ☐ No ☐	Please provide registration number:	
Pet Name:	Breed:	Age:
Pet Name:	Breed:	Age:
Pet Name:	Breed:	Age:

ADDRESS HISTORY		
Current Residential Address:		
Period of Occupancy:	Type of Occupancy: Rent ☐ Owner ☐ Other (please specify) ☐	
Current Landlord:	Phone:	Mobile:
Current Rent: $ per week ☐ per fortnight ☐ per month ☐		
Reason for leaving:		
Previous Residential Address:		
Period of Occupancy:	Type of Occupancy: Rent ☐ Owner ☐ Other (please specify) ☐	
Previous Landlord:	Phone:	Mobile:
Previous Rent: $ per week ☐ per fortnight ☐ per month ☐		
Reason for leaving:		

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REFERENCES (Please do not list relatives, another applicant or partners)	
FIRST REFEREE:	Relationship:
Email:	Mobile:
SECOND REFEREE:	Relationship:
Email:	Mobile:
EMERGENCY CONTACTS (Next of Kin)	
FIRST CONTACT:	Relationship:
Email:	Mobile:
SECOND CONTACT:	Relationship:
Email:	Mobile:
APPLICANT'S ALTERNATIVE CONTACT DETAILS (Please provide alternative contact details e.g. work or personal email addresses:)	
Alternative Email:	
Alternative Address:	

SUPPORTING DOCUMENTS

To help your application along, please attach copies of any of the following documents if you have them available:

Reference ☐ Job Acceptance Letter ☐ Tertiary Acceptance Letter ☐ Proof of Income ☐ Bank Statement ☐

Letter of Recommendation ☐ Photos of Pets ☐

PRIVACY STATEMENT

This Tenancy Application Form collects personal information about you. The information collected is required to assess your eligibility as a tenant 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, TINZ 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, copies held by Oxygen 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.

DECLARATION (Please declare the following by selecting TRUE or FALSE)		
I, the Applicant,		
have never been evicted by an agent/landlord	TRUE ☐	FALSE ☐
have no known reasons that will affect my ability to pay rent	TRUE ☐	FALSE ☐
was refunded the rental bond at my last address in full (if applicable) If false, please advise what deductions were made from bond:	TRUE ☐	FALSE ☐
have never been convicted of a criminal offence If false, please provide details:	TRUE ☐	FALSE ☐
have previously rented a property from Professionals or Oxygen If true, from what address:	TRUE ☐	FALSE ☐

ACKNOWLEDGEMENT (Please acknowledge the following by selecting either YES or NO)		
I, the Applicant,	YES ☐	NO ☐
understand that you as the landlord have collected this information for the purpose of determining whether I am a suitable tenant for the property in particular to check my identification, my ability to care for the property, my character and my credit-worthiness	YES ☐	NO ☐
authorise Oxygen (Part of Professionals, Redcoats Limited) to contact the persons named in this application, including employee and current/previous landlord, and to undertake such enquiries and searches (including credit tenancy database searches) as is considered reasonably necessary.	YES ☐	NO ☐
in doing so, I understand that information provided by me may be disclosed to, and further information obtained from referees named in this application and other relevant third parties.	YES ☐	NO ☐
acknowledge and accept that if this application is denied, Oxygen is not legally obliged to provide the reason why	YES ☐	NO ☐
have inspected the premises and accept the property in it's present condition If you have ticked no, please give further detail:	YES ☐	NO ☐
understand that in the event that this application is not successful, it will be destroyed after one calendar month.	YES ☐	NO ☐
understand and agree that if this application is successful I will be asked to sign a tenancy agreement for the property and pay a minimum of one weeks rent in advance within 48 hours of acceptance. Following that I will pay a letting fee of one weeks rent plus GST to Oxygen and pay up to four weeks bond. The balance is to be paid on the 7th working day after both deposit and tenancy agreement have been signed.	YES ☐	NO ☐
wish to take the tenancy of premises listed on page one for: ☐ 12 month fixed term, ☐ 6 month fixed term, ☐ periodic tenancy commencing on:		

I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS

Signature _____ Date _____

FOR OFFICE USE ONLY	**APPROVED** ☐ **NOT APPROVED** ☐	**DATE:**
Please indicate relevant checks have been conducted:		
MOJ Check (On all adults that will be residing in the property) ☐	**Google Check** (On all adults that will be residing in the property) ☐	**Colour Photo ID & or Visa** ☐
Current Landlord Reference ☐	**Previous Landlord Reference** ☐	**Character Reference** ☐
Current Employer Reference ☐	**Previous Employer Reference** ☐	**R.P.N.Z Check** ☐
Bad Debtors & Tenants Check ☐	**Sensible Sentencing Trust Check** ☐	**Companies Office Check** ☐
Application sent to: **Date:**	**T.I.N.Z Check** ☐	
Confirmed Tenancy Term & Start Date:	**Informed Tenant/s:** **Yes** ☐ **No** ☐	**Date & Time to sign Agreement:**