

# TENANCY APPLICATION

To be accompanied by Photo ID

**Bayleys Property Management**

Bayleys House,  
3 Deans Ave, Riccarton,  
Christchurch 8146  
PO Box 36-533 Merivale  
PH 03 375 4700  
[rent@bayleys.co.nz](mailto:rent@bayleys.co.nz)  
[www.bayleyspm.co.nz](http://www.bayleyspm.co.nz)

<p><b>Details of Property you are applying for</b></p>	<p>Address .....</p> <p>Date you will commence tenancy: .....</p> <p>Length of Tenancy: .....</p> <p>Total number of Occupants who will live in this property: .....</p>
<p><b>Applicant's Contact Details</b></p>	<p>☎ (Home): ..... ☎ (Work): .....</p> <p>☎ (Mobile): ..... E-mail: .....</p>
<p><b>Personal Details</b></p>	<p>Name: .....</p> <p>Date of Birth: ..... Marital Status : .....</p> <p>Number of children (if any): ..... Ages of children: .....</p> <p>Pets? YES/NO Types of Pets: .....</p> <p>Smoker? YES/NO</p> <p>Car make/model: ..... Car registration number: .....</p> <p>Drivers Licence Number (5a): ..... Passport No.: .....</p> <p>Drivers Licence Version (5b): ..... Expiry Date: .....</p> <p>Expiry Date: ..... WINZ Client Number: .....</p> <p>Do you have a criminal Record? YES/NO</p>
<p><b>Employment Details</b></p>	<p>Current Employer: .....</p> <p>Address : .....</p> <p>Full time / Part Time</p> <p>Your Position : ..... Supervisor Name: .....</p> <p>Length of employment : ..... ☎ (Business): .....</p>
<p><b>Current Rental Details or Current Address if not renting</b></p>	<p>Address: .....</p> <p>Current Rent: \$.....</p> <p>Agent/Landlord: ..... ☎ (Business) .....</p> <p>How Long have you lived there? ..... ☎ (Home) .....</p> <p>Why are you leaving? .....</p>
<p><b>Previous Rental Details</b></p>	<p>Address : .....</p> <p>Rent : \$..... How long did you live there? : .....</p> <p>Agent/Landlord : ..... ☎ (Business) : .....</p> <p>Why did you leave? .....</p>
<p><b>Previous Tenancy Details</b></p>	<p>Have you ever rented through Bayleys Property Management Ltd? YES/NO</p> <p>If so, state the address and date : .....</p> <p>Have you ever been summonsed to the Tenancy Services ? YES/NO</p> <p>If so, state the date, reason and outcome :</p> <p>.....</p>

Emergency Contact Details; Next of Kin	Name : .....				
	Address : .....				
	Relationship : .....		t (Work) : .....		
		t (Home) : .....			
Personal/ Business References (not relatives)	Name		Occupation		t (Work or Home)
Where did you hear about this property?	Trademe.co.nz <input type="checkbox"/>	Realestate.co.nz <input type="checkbox"/>	Bayleyspm.co.nz <input type="checkbox"/>	The Press <input type="checkbox"/>	Other <input type="checkbox"/>

**I confirm the following:**

- I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- I consent to the information provided in this application being verified and a reference check on Tenancy Information New Zealand (TINZ), National Tenancy Database (NTD), a Credit Check at Veda Ltd, and a Police Clearance by New Zealand Police being undertaken.
- I consent that my personal details, and an assessment regarding my fulfilment of tenants responsibilities may be added to an internet based web site accessible by members (comprising of landlords) on a subscription basis. This assessment can only be used for the purpose of evaluating me for future tenancies. A tenants address details may be added to the site to assist other landlords in locating former tenants. Under the Privacy Act 1993 I have the right to see information held about me by any credit bureau or tenant database, and to correct it in accordance with the Privacy Act. If you wish to view any information we hold about you, send your request to Tenant Net, P.O. Box 12128, Rotorua; and NTD on (03) 9610 4996.
- I agree that in the event of non-payment of rent to pay all collection and legal costs (calculated on a solicitor and own client basis) which may be incurred in recovering from you any overdue amount.
- I consent to Bayleys utility partners contacting us to arrange connection (with no obligation) and make welcome offers – unless I have circled No.....YES .....NO
- I viewed the property and it was in a reasonably clean and tidy condition .....YES .....NO  
If NO Please provide details .....

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises with the following payments:

\$..... rent per week

\$..... bond (4 weeks)

\$..... letting fee (one week plus GST)

\$..... Total

I undertake to pay a letting fee equivalent to one week's rent + G.S.T (within 24 hours of acceptance), a rental bond equivalent to four week's rent, and the first week's rent acceptance by the landlord.

**PLEASE NOTE THAT ALL PAYMENTS ARE TO BE MADE BEFORE THE KEYS CAN BE RELEASED**

Applicant's Signature ..... Date: .....

**NOTE : DEPOSIT**

It is hereby acknowledged:

- That on the application being approved, the Applicant shall pay the letting fee (the equivalent to one week's rent plus GST as a deposit, to reserve the premises **within 24 hours** of acceptance.
- The premises will not be reserved for any other Applicant, nor will a deposit be received from any other Applicant.
- That the bond and first week's rent will be paid prior to collection of the keys.

**Bayleys Property Management MREINZ**, acknowledges receipt of the above Application and agrees:

- To reserve the premises for the period and in accordance with the conditions above stated.
- To notify the Applicant whether or not the Applicant has been approved.
- If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.