A picture containing text

Description automatically generated**TENANCY APPLICATION FORM 2023**

**INFORMATION REQUESTED IS USED AND HELD IN LINE WITH THE PRIVACY ACT 2020.**

Please ensure you read all of the information and complete all required sections of this form before signing. This form collects personal information about you for the landlord / property manager – 4SPM Ltd, 6 Balmoral Street, Dunedin 9010, the intended recipient of this information, and / or the owner of the property. This information is required to assess your merit as a tenant. If you sign a tenancy agreement with 4SPM Ltd, we will keep a record of the information you give us. If you do not sign a tenancy agreement with 4SPM Ltd, the information will be destroyed as required.

Under the Privacy Act 2020, 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.

**Address of property applying for**:

**I have viewed the property in person: YES / NO My flatmates have viewed on my behalf: YES / NO**

**Applicants full name**: **Preferred name:** (please include middle names)

**Preferred pronouns:** He/him She/her They/them

**Date of Birth**: \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_\_ **Mobile number**:

**E-mail**:

**Your current Hall of Residence or address**:

**Identification**:

Drivers Licence / Passport / Student ID, 18+ card (please circle one and provide a copy. Providing ID is voluntary and will only be used to verify your identity and for conducting a credit check).

**If currently working, name of workplace 2023**:

**Year of study in 2024?** 1st / 2nd / 3rd 4th / other (circle one). Course of study in 2023: \_\_\_\_\_\_\_

**Expected move in date**:

**Please list 3 reasons why you like this property:**

**Do you smoke or vape?** **YES / NO** (please note that smoking and vaping are not permitted inside any of our properties)

**Have you got any pets**: **YES / NO** (if YES what)

**Have you ever (if yes, provide details):**

Had a Tenancy Tribunal application filed against you? **YES / NO**

Been convicted of an offence? **YES / NO**

Had money deducted from a bond? **YES / NO**

**What are your interests / sports / hobbies etc**?

**2023 Dunedin Emergency Contact:** Name: Phone number (s)

Address:

**Next of Kin:** Name: Relationship to you:

Ph number(s): Full address:

**I agree to the following people being contacted regarding my application YES / NO (please circle one)**

If you are living at home please supply **two referees not closely related to you (not your parents)** ie: employer / teacher / coach / or someone who knows you well (neighbour / family friend). Please let them know that I might contact them for a reference.

**Referee #1 Current landlord:** Name Ph number:

**Referee #2** Name Ph number:

Relationship to you (eg. Teacher/employer/coach etc)

IF UNDER THE AGE OF 18 THE LEASE MUST BE SIGNED BY A PARENT

Please note that the completion of this application form does not constitute an agreement to lease a property to the applicant. An agreement to lease will be reached when a tenancy agreement has been signed by both parties. On signing one weeks rental payment will then be required immediately, plus the required bond, equivalent to 4 weeks rent, by an agreed date).

I authorize the Landlord/Property Manager to collect 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 providing information about me to the Landlord / Property Manager).

I understand that the credit reporting agency may hold my information on their 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.

Signature of applicant: Date: / /

Any questions, contact Kirstin 022 583 4996 or e-mail info@4spm.co.nz