



# Tenancy Application Form

*Please complete all sections in full. Each person in a group must complete their own separate form.*

\* Indicates required question

## Section 1 — Property & Group Details

Address of property applying for (1st choice) \*

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Address of property applying for (2nd choice)

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Group leader's full name

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## Section 2 — Applicant Details

Full name \*

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Email address \*

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Mobile phone number \*

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Date of birth \*

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Are you a first-time tenant? \*

☐ Yes ☐ No

## Section 3 — Rental History (including Halls of Residence if applicable)

Current address \*

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How long have you lived there? \*

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Please state why you are leaving this address \*

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Date current lease ends (if applicable)

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**Current landlord / property manager name and phone \***

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**Previous address (if less than 1 year at current address)**

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**Previous landlord's name and phone**

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## **Section 4 — Study & Employment**

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**Current tertiary institution**

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**Degree/course and year of study**

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**Current employer / company (including part-time work)**

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**Income source (if not employed / studying)**

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## **Section 5 — Identification**

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**Are you under 18 years of age? \***

☐ Yes    ☐ No

**ID type \***

☐ Driver Licence    ☐ Passport

**ID number \***

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**Photo/scan of your ID \***

*Please attach a copy of your photo ID to this form.*

## **Section 6 — References**

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**Next of kin — full name and relationship to you \***

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**Next of kin — phone number \***

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**Next of kin — address**

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**Character reference (non-relative) — full name and relationship \***

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**Character reference — phone number \***

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**Employer/work reference — full name and role (e.g. manager, supervisor) \***

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**Employer/work reference — phone number \***

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## **Section 7 — Address for Service & Further Information**

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**Address for service (NZ physical address) \***

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**How many people will reside at the property \***

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**Do you smoke? \***

☐ No    ☐ Yes

**Do you have any pets? \***

☐ No    ☐ Yes

**If yes, please provide the type/breed of pet**

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**Have you ever been involved in a Tenancy Tribunal or mediation matter? If yes, please provide brief details.**

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## **Section 8 — Declaration**

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Please read carefully before signing.

Tenancies are offered on a fixed term of 12 months. Subletting or assigning the tenancy to another party is not permitted without prior written consent from Student Property Management.

This application does not form a tenancy agreement - it is simply an application. The property is not considered reserved until the Tenancy Agreement has been signed by all parties. Successful applicants must sign the Tenancy Agreement within 48 hours of being offered the tenancy, or the offer may be withdrawn.

Payment breakdown: one week's rent in advance and a bond equivalent to four weeks' rent, both payable before the tenancy begins. Ongoing rent is payable weekly by automatic payment.

By submitting this application, you authorise Student Property Management to carry out credit and reference checks, and to contact your referees, current/previous landlords, employer, and place of study to verify the information provided.

**I confirm that I have read and agree to the above terms, and that the information provided in this application is true and correct. \***

☐ I agree

**Full name (print) \***

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**Signature \***

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**Date \***

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