

# TENANCY APPLICATION FORM

All details to be filled in and all information needs to be supplied to process this application

<b>LETTING AGENTS NAME:</b>		<b>DATE OF APPLICATION:</b>	
<b>ADDRESS APPLICANT APPLYING FOR:</b>			<b>RENT PER WEEK: \$</b>
<b>HOW DID YOU FIND OUT ABOUT THE PROPERTY:</b> (please circle one)			
Rent Sign	Rental List	Telephoned	Newspaper Window Screen Internet
<b>1st APPLICANT</b>			
<b>FIRST NAMES:</b>		<b>SURNAME:</b>	
		<b>MALE</b>	<b>FEMALE</b> (please circle one)
Phone:		Mobile:	
Date of Birth:		Age:	Drivers License/Birth Certificate No.:
Email Address:			
Current Employer:		Position:	Work Phone:
<b>2nd APPLICANT</b>			
<b>FIRST NAMES:</b>		<b>SURNAME:</b>	
		<b>MALE</b>	<b>FEMALE</b> (please circle one)
Phone:		Mobile:	
Date of Birth:		Age:	Drivers License/Birth Certificate No.:
Email Address:			
Current Employer:		Position:	Work Phone:
<b>CURRENT ADDRESS:</b>			
How Long have you lived there:	Current Rent: \$	Reason for leaving:	
Name of Landlord:		Phone:	Mobile:
<b>PREVIOUS ADDRESS:</b>			
How Long have you lived there:	Previous Rent: \$	Reason for leaving:	
Name of Landlord:		Phone:	Mobile:
<b>DO YOU HAVE PETS:</b> Yes No Please specify:			<b>SMOKER</b> <b>NON-SMOKER</b> (please circle one)
<b>NAME OF TWO CHARACTER REFEREES:</b> (NOT Family or Friends)			
Full Name	Relationship to Applicant	Phone	
1.			
2.			
<b>NAME OF RELATIVE NOT LIVING WITH YOU:</b>			
Address:			
Phone:		Mobile:	

<b>HOW MANY TENANTS WILL BE RESIDING AT THE PROPERTY:</b> Adults:		Children:
Name:	Occupation:	Age:
Name:	Occupation:	Age:
Name:	Occupation:	Age:
Name:	Occupation:	Age:
Name:	Occupation:	Age:

**HAVE YOU EVER BEEN EVICTED OR ARE YOU IN DEBT TO ANOTHER LANDLORD OR AGENT:** Yes No (please circle one)

If yes, give details

**HAVE YOU EVER RENTED FROM PROFESSIONALS BEFORE?** Yes No (please circle one) If so, from which office?

**I have taken keys to view the property/s aforementioned on the front page of this application. I understand that if I fail to return a key for whatever reason, I am liable to pay for the locks to be changed at the property.**

**SIGNED 1st APPLICANT:**..... **Key Release Date:**.....

**KEY RETURN DATE:**..... **TIME:**.....

**DO YOU ACCEPT THE PROPERTY IN ITS PRESENT CONDITION:** Yes / No (please circle one)

**If no, give details:**.....

If I/We obtain a Tenancy through the Professionals, Hutt City Limited, I agree to pay them a letting fee of one weeks rent plus GST on this fee.  
 I/We the applicant/s do declare that the information provided is true and correct.  
 I/We have inspected the premises and wish to take a tenancy of such premises for a Short Term/Long Term with the rent of \$..... per week commencing on.....  
 I/We acknowledge and accept that if this application is not successful, the Agent is not obliged to give reasons.  
 I/We acknowledge that if unsuccessful, this application will be destroyed after 14 days.  
 I/We acknowledge, understand and agree that upon acceptance of this application, I/We will sign the appropriate lease and pay a minimum of one weeks rent within 24 hours of such acceptance.  
 I/We authorise Professionals, Hutt City Limited Rentals to contact referees and I consent to a Credit Inquiry being carried out.  
 I also confirm that I will arrange for the gas, electricity and telephone (if any) to be transferred into my name at the commencement of the Tenancy. In the event of my failing to make such arrangements I will be personally responsible for any such accounts.

**SIGNED 1st APPLICANT:**..... **DATE:**..... **SIGNED 2nd APPLICANT:**..... **DATE:**.....

<b>FOR OFFICE USE ONLY - REFERENCE CHECKLIST</b>		
<b>LANDLORD 1- Name:</b>	<b>Date:</b>	<b>Checked By:</b>
1. Did the tenants pay their rent on time? .....		
2. Were there any occasions when they did get into arrears? .....		
3. Did they keep the property tidy? .....		
4. Did they leave the property tidy? .....		
5. Did you refund the bond? .....		
6. Would you rent a property to them again? .....		
7. Any other comments? .....		