



PROPERTY MANAGEMENT LTD.

Professional Independent Mobile Property Managers

www.chicpm.co.nz

M: PO Box 72406 Papakura, Auckland 2244

E: kim@chicpm.co.nz

P: 022 0800 237

### PRE-TENANCY APPLICATION

We require Photo ID and this application to be fully completed by every married person over the age of 16 years and every person 18 years or over proposing to live at the property (definition: Tenant) to process this application. Eg. NZ passport, firearms license, driver's license, or 18+ card with additional identity document. Optionally you may provide evidential payslips, bank account and historic information. We select the best applicant/s on merit. We don't accept bond transfers. Please pay bond and advance rent to Chic trust account only once accepted. FOR YOUR PROTECTION we have a no cash handling policy and screen for methamphetamine contamination. We have zero tolerance for rent arrears, intentional damage & other unlawful activity. Processing time varies depending on the verifiability of the information you provide and the volume of applications.

#### HOW DID YOU HEAR ABOUT CHIC PROPERTY MANAGEMENT LTD?

Search engine / trademe.co.nz / realestate.co.nz / chicpm.co.nz / Referral / Flyer / Newspaper / Sign / Other \_\_\_\_\_

#### PROPERTY DETAILS

Asking Weekly Rent \_\_\_\_\_

Address of Rental Property \_\_\_\_\_

Your Weekly Rent Offer \_\_\_\_\_

When can you take the property from? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

How long do you wish to take the property for? \_\_\_\_\_

#### TENANT APPLICANT DETAILS

Date of property viewing appointment \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_ FIRST

Driver license \_\_\_\_\_ Version (5b) \_\_\_\_\_

\_\_\_\_\_ MIDDLE

Passport # \_\_\_\_\_

\_\_\_\_\_ LAST

Other ID \_\_\_\_\_

Phone \_\_\_\_\_

DOB \_\_\_\_\_ WINZ No \_\_\_\_\_

Mobile \_\_\_\_\_

Benefit Type \_\_\_\_\_ Wkly Income \_\_\_\_\_

Email \_\_\_\_\_ (This email address will be your email address for service)

Bank Account No \_\_\_\_\_ (Optional) NZ Citizen? Yes / No (Optional)

**MOTOR VEHICLE SECTION** Will you be parking a motor vehicle on the property? Yes / No If yes, how many? \_\_\_\_\_ Vehicles requiring parking authorisation are listed below

Registered Owner	Make	Model	Colour	Registration	Finance Company

#### CONTACTS & REFERENCES SECTION

By supplying referees, I agree to you contacting them.

Name and address of a person whom the applicant will nominate as agent to receive service of documents. (Next of Kin)

Full Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Applicant Signature \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date of Application





PROPERTY MANAGEMENT LTD.

**Non family personal referees, Eg. previous employers, friends, church, club or close work associates who will not be living with you. (These will be used as alternative addresses for service)**

Full Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Full Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

#### Current Address & Landlord/Property Manager Reference

Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Tenancy Address \_\_\_\_\_

Time at address \_\_\_\_\_ years \_\_\_\_\_ months Reason for leaving \_\_\_\_\_

#### Current Employment Reference

Employer \_\_\_\_\_ Phone \_\_\_\_\_ Income p/w \_\_\_\_\_

Contact \_\_\_\_\_ Occupation \_\_\_\_\_

Time with employer \_\_\_\_\_ years \_\_\_\_\_ months Work Address \_\_\_\_\_

#### CHATELS, PETS AND SMOKERS

**Pets** - Do you have a pet? Yes / No **Smoking** - Are any occupants smokers? Yes / No

If yes, what is the pet? \_\_\_\_\_ **Age** - If you're under the age of 18 are you married? Yes / No

If you have a dog, what is its registration number? \_\_\_\_\_

**In the event of an emergency** who would you like us to contact?

**Do you own any chattels? Fridge, whiteware, beds etc -List below with \$ value**

Name \_\_\_\_\_

Phone \_\_\_\_\_ Relation \_\_\_\_\_

Do you have a lawnmower? Yes / No / Not Applicable / Borrow or hire

#### APPLICANT PREFERENCES/NEEDS

Garaging \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_ Living \_\_\_\_\_ Schooling \_\_\_\_\_ Fencing - Fully / Partially / Unfenced

No. other adult applicants \_\_\_\_\_ No. of children under 18 \_\_\_\_\_ Ages \_\_\_\_\_

Other adult/s relationship to applicant \_\_\_\_\_

Any special requirements (Optional) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Application

V 8/19





PROPERTY MANAGEMENT LTD.

Professional Independent Mobile Property Managers

www.chicpm.co.nz

M: PO Box 72406 Papakura, Auckland 2244

E: kim@chicpm.co.nz

P: 022 0800 237

**APPLICANT HISTORY / BACKGROUND**

Have you ever been incarcerated? Please provide details

---

---

---

---

Have you ever had a tenancy terminated before?

Have you ever had money deducted from your bond?

Have you ever had a Tenancy Tribunal order against you?

---

---

---

---

Do you have consumer finance? \$

How much do you owe to a Landlord/PM? \$

**Previous Employment Reference (Optional)**

Employer Phone Income p/w

Contact Occupation

Time with employer years months Work Address

**1<sup>st</sup> Previous Address & Landlord/Property Manager Reference (Optional)**

Landlord Phone

Tenancy Address

Time at address years months Reason for leaving

**2<sup>nd</sup> Previous Address & Landlord/Property Manager Reference (Optional)**

Landlord Phone

Tenancy Address

Time at address years months Reason for leaving

**APPLICANT CONSENTS**

I agree to the collection, use and disclosure of my personal information for the following purposes, and warrant that I have supplied all information on this form freely, including my drivers license, passport and /or firearms license details. I agree that any information found through any third party databases that relates to me can also be used for the purposes outlined in this application.

**Recipient of information**

The information is provided by you to the Owner/Landlord/Agent/Property Manager.

**Purpose**

The purpose for the collection of my information is:

To perform background checks, reference checks and credit checks to assess if I am the best applicant on merit. I consent that my personal information including debts may be discussed with any personal or work referees. To add my information to any background, reference and credit checking database. To allow the Landlord to add a review to a tenancy review database that can then be viewed by other companies and/or Landlords. To check the Ministry of Justice fines, Tenancy Tribunal, District Court, High Court, Court of Appeal, Supreme Court, Department of Parole, and New Zealand Police databases. For debt collection purposes. To check the Personal Properties Securities Register. To verify my passport, citizenship, birth certificate details via the Department of Internal Affairs. To check if my vehicle is stolen. To check and update a credit bureau. To check whether I am politically significant. To update the Tenantcheck system. If you indicate you would like MovingHub™ or other move in services to contact you, your contact and credit information will be passed onto them to contact you for the purpose of offering and facilitating a moving service. The property manager may receive a commission from Movinghub if you choose to use this service.

**Information Provided**

The information provided on this form and any information found through the background check, reference check and credit checking process may be passed onto an agent and entered into third party databases, inclusive of any credit reporting databases. Subscribers to the databases will have access to my information and use that information for the purpose of credit reporting or for any other lawful purpose including debt collection. I agree that I have been advised that I have the right to see the information that you hold about me, and to have any information held corrected if it is in error. I confirm the information contained in this form is true and correct and that I have read and signed the Cautions under the Privacy Act 1993. I agree that if I enter a tenancy agreement then this application will form part of the tenancy agreement.

**SPECIAL NOTICE**

Should the landlord run a credit check on me in order to ascertain my suitability for this tenancy and following that offer me a tenancy, I will be liable for their costs incurred (\$20) plus \$30 for administration if I refuse to take up the offer. Should I refuse to pay then I will be liable for all costs incurred by the landlord in retrieving the debt.

Applicant Signature

Date of Application

