

TENANT APPLICATION FORM

THANK YOU

Thank you for your application to lease this fabulous property. At *mre property management* we take pride in the fact that we value, respect and care for our tenants. You're an important part of our business and understand that leasing a new home is an exciting and sometimes stressful time. We aim to make this experience as enjoyable as possible for you. Please take a moment to read the next few pages of your application carefully and please contact us if you have any questions.

Remember... we're here to help!

YOUR APPLICATION PROCESS

Please print this off and fax back to:

+64 9 486 0163

Or return to our office at 11 Omana Road, Milford.

Please note that property will not be held for you until the application has been approved and the first two weeks rent has been paid to our office in cleared funds.

OFFICE HOURS

Our office is open Monday to Friday 8:30 – 5:00pm. You will need to collect the keys, finalise payment of monies and sign all documents with in these hours

PHOTO IDENTIFICATION

When returning your application, you must submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit the below supporting documents with your application:

You must have at least **one** document from this list
(please tick which item you will be attaching)

- Previous rent ledgers
- Min 2 references from previous Agent/Landlord
- Proof of purchase/sale property
- Min 2 referees (not relatives)

You must have at least **two** documents from this list
(please tick which items you will be attaching)

- Passport
- Birth Certificate
- Drivers License
- Copy of bill with your current address
- Proof of income
- Proof of purchase/sale property

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PROCESSING AN APPLICATION

In most instances, we will be able to process your application within 48 hours and advise you by telephone.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement and your Renting Guide Booklet.

SECURING THE PROPERTY – PAYMENT

Once the application has been approved you will be required to pay:

- Two weeks rent in advance
- One weeks rent plus gst (12.5%) as a letting fee
- Two weeks bond

The Property will be secured for you once this money has been received and all parties have signed the tenancy related documents.

PAYMENT OF RENT

It is our policy at *mre property management* that all tenants pay rent by **Direct Debit**. This is an automatic process where rent is deducted from the tenant's bank account when due. Please ensure that you complete the Direct Debit form attached when completing your application.

ELECTRICITY CONNECTION/TELEPHONE CONNECTION

It is the tenant's responsibility to ensure that a final reading is completed and that you provide a forwarding address the end of the tenancy

CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark everything down. This must be completed within five working days of moving into the property and returned to the office. You should also keep a copy for your personal records in a safe place for you to refer to at the end of your tenancy.

INSPECTIONS

During the period of your lease *mre property management* will carry out inspections on the property. We will always provide you with 48 hours notice. Your first inspection will be sometime in the first two months of your tenancy.

SMOKING

All indoor areas of property leased through *mre property* are smoke free.

REPAIRS

Repairs requests are to be lodged at www.mrepropertymanagement.co.nz or contact your property manager at the office on **09 489 5133** during office hours. We will then contact a contractor and organize a suitable time to come and do the work needed. Please **do not** contact a contractor your self.

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Property Details			
Rental Property Address:			
Furnished/Unfurnished:			
No. of occupants:		No. of children:	
Details of any Pets:			
How did you find out about this property (tick box)			
<input type="checkbox"/> mrepropertymanagemet.co.nz	<input type="checkbox"/> trademe.co.nz	<input type="checkbox"/> realestate.co.nz	<input type="checkbox"/> Signboard
<input type="checkbox"/> allrealestate.co.nz	<input type="checkbox"/> North Shore Times	<input type="checkbox"/> Friend	<input type="checkbox"/> Other
Tenant Details			
Tenants full name:			
Are you known by any other name?			
Current Address:			
Home Phone:		Work Phone:	
Mobile:		Fax:	
Email:			
Date of Birth:		Car Rego:	
D/L No & Expiry:		Marital Status:	
Passport No:		Country (Passport)	
Current Rent:		Length of Stay:	
Agent/Landlord:		Phone:	
Bond refunded in full?	Yes/No (please circle)	Smoker:	Yes/No (please circle)
If no, why not:			
Reason for leaving:			

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Previous Address			
Previous Address:			
Rent:		Length of stay:	
Agent/landlord:		Phone:	
Bond refunded in full?	Yes/No (please circle)		
If no, why not:			
Reason for leaving:			
Employment			
Current Employer:			
Employer Address:			
Position:			
Contact Name:		Contact No.	
Net Weekly Income:		Length of Employment:	
Previous Employment (if current employment is less than 6 months)			
Previous Employer:			
Employer Address:			
Position:			
Contact Name:		Contact No.	
Net Weekly Income:		Length of Employment:	
Emergency Contact (Auckland resident)			
Name:			
Address:			
Relationship:		Phone:	
References (Not relatives)			
Name:			
Relationship:		Phone:	
Name:			
Relationship:		Phone:	

TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

Applying for Property Address: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I, the applicant understand that you as the agent for the Landlord have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property and I would like to take a tenancy of the above listed rental property for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week and I agree to pay a bond of \$_____ and a letting fee of one weeks rent + gst.

It is agreed that acceptance of this application is not confirmed.

APPLICANTS SIGNATURE _____ DATE _____

AGENT to witness _____

DATE _____

QUESTIONS?

Good luck with your application, please contact us if you have any further questions.

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