

# TENANCY APPLICATION FORM

Please note: This must be fully completed prior to our processing. Any information not supplied may prejudice your opportunity to secure the property you desire. Ask our Letting Consultant if you have any queries. **Photo identification is required.**

Property of Interest 1:		
Property of Interest 2:		
Requested Date to Occupy:    /    /	Term of Tenancy Required: Long / Short (circle one)	
Applicants Details - Surname: (all names must be the legal full name as per your ID)	First Name:	Middle Name:
Married / Single / De-Facto (circle one)	Date of Birth:    /    /	
Drivers License Number:	Version (5b):	Expiry Date:
Benefit Number:	Case Manager:	
IRD Number:		
Do you own your own vehicle? Yes / No (circle one)	Vehicle Registration Number:	
Contact Details - Land Line:	Mobile:	Work Phone:
Email Address:		
Current Address:	Current Rent: \$	
Landlord Name:	Landlord Phone:	
Reason for Moving?		
Pets: Yes / No (circle one)	If yes please provide details:	
Employment (circle): Employed / Student / Beneficiary - Type:		
Employer:	Occupation:	
Employer Address:	Time Employed There:	
Contact Name:	Contact Phone:	
Study Institution:	Time Studying:	
Tutor Name:	Tutor Phone:	



**FLATMATES / FAMILY to live at address (full names required - children please provide age)**

Name:	Phone:	Age:
Name:	Phone:	Age:
Name:	Phone:	Age:
Name:	Phone:	Age:

**Character References - NOT to be parents or immediate family - CAN BE employer/work colleague/landlord/tutor.**

I consent to you contacting any tenant database or credit bureau and any of the following referees.

1. Name:	Relationship:
Phone:	After Hours:
2. Name:	Relationship:
Phone:	After Hours:
3. Name:	Relationship:
Phone:	After Hours:

Have you ever been to the Tenancy Tribunal (circle one)      Yes / No  
 Did you receive all bond back from your prior tenancy (circle one)      Yes / No

please explain: \_\_\_\_\_  
 \_\_\_\_\_

**Next of Kin / Emergency Contact in New Zealand - (required for completion of Tenancy Agreement)**

Name:	Relationship:	
Address:		
Home Phone:	Mobile:	Work Phone:

I certify that the above particulars are true and correct in all respects and that I authorise Oxygen Property Limited to conduct a credit enquiry. I consent to you providing the information in this form and details of any proven breach of my Tenancy Agreement or of the Residential Tenancies Act 1986 to any credit bureau or tenant database. I acknowledge that the information may then be publicly accessible through credit bureau or tenant default databases. I agree that you may use any of the information on this form to enforce any judgement in respect of the Tenancy Agreement or in respect of any order against me made by the Tenancy Tribunal. I confirm the information in this form is true and correct and that I have read the Privacy Act 1993 (as attached).

**Signed:** \_\_\_\_\_ **Date:**      /      /

Your application will be process (if completed in full) within two days and you will be informed of the outcome within three working days.

**If successful please ensure you are able to pay the required  
 4 WEEKS BOND / 1 WEEK RENT / 1 WEEK RENT + GST AS LETTING FEE  
 WE DO NOT HAVE EFTPOS OF CREDIT CARD FACILITIES**

