

Pre-tenancy Application

APPLICANT DETAILS

First name(s) Surname

Date of birth/...../..... (to carry out a credit check if required)

Photo identification supplied ☐ Yes ☐ No

Type supplied: ☐ Drivers Licence ☐ Passport ☐ Other

Phone: Work Residential

Mobile Email

Emergency contact: Name Mobile

Consent given to do a credit report if you are the chosen tenant for a home ☐ Yes ☐ No

Have you rented through Whangamata Real Estate before ? ☐ Yes ☐ No

JOINT APPLICANT DETAILS

First names Surname

Date of birth/...../..... (to carry out a credit check if required)

Photo identification supplied ☐ Yes ☐ No

Type supplied: ☐ Drivers Licence ☐ Passport ☐ Other

Phone: Work Residential

Mobile Email

Emergency contact: Name Mobile

Consent given to do a credit report if you are the chosen tenant for a home ☐ Yes ☐ No

Have you rented through Whangamata Real Estate (2024) Ltd before ? ☐ Yes ☐ No

TENANCY DETAILS

Do you or any occupants smoke? ☐ Yes ☐ No

Do you have pets? ☐ Yes ☐ No

If 'yes' supply details: Dog(s) (number) Dog breed

Cat(s) (number) Other pet

Type/Size of home you are looking for

Number of bedrooms (tick) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Garage ☐ Yes ☐ No Furnished ☐ Yes ☐ No

If accepted for this tenancy, how much notice do you need to give?

Preferred commencement date of tenancy/...../..... Preferred length of tenancy

Have you ever been evicted from a tenancy before? ☐ Yes ☐ No

ACCOMMODATION DETAILS

Current address

Landlord's name Email

Mobile Phone

Length of time you have resided at this address: Years Months

Reason for leaving

REFEREES — provide details of previous Landlords If these are not available provide personal references

Name	Relationship to you	Phone

OTHER OCCUPANTS that will be living in the prospective home with you (include all adults, teens and children)

Number of additional occupants: Adults Teens Children

Name Name

Name Name

Name Name

SIGNATURE(S) OF APPLICANT

☐ I confirm that the information given in this form is true and correct and that I/we am/are over 18 years and eligible to make this application.

☐ I authorise the Landlord/Property Manager to:

- collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy
- disclose information about me, whether collected from me directly or from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit report (which will involve the credit reporting agency providing information about me to the Landlord/Property Manager).

I understand that the credit reporting agency:

- may hold my information on their credit reporting database and use it for providing credit reporting services, and they may disclose my information to their subscribers for the purpose of credit checking or debt collection
- as part of providing a credit report, may check the Ministry of Justice fines database for any overdue fines I may have.

Name Signature Date/...../.....

Name Signature Date/...../.....

Under the Privacy Act 2020, you have the right to ask for a copy of all information held about you and have the right to request the correction of any incorrect information contact rentals@whangamatarealestate.co.nz

**RETURN THIS COMPLETED APPLICATION TO THE ADDRESS BELOW
OR EMAIL rentals@whangamatarealestate.co.nz**

LET'S GET YOUR APPLICATION READY!

By completing this Pre-Tenancy Application form you agree to the collection, use and disclosure of Personal Information in accordance with this Privacy Statement.

The information, including Personal Information, is being collected by Whangamata Real Estate (2024) Ltd on behalf of the landlord (we, us, our) whose address is 328 Ocean Road, Whangamata 3620.

This Privacy Statement does not limit our rights and obligations under the Privacy Act 2020. We have adopted this Privacy Statement in accordance with the Information Privacy Principles in the Privacy Act 2020 (NZIPPs).

1.0 Personal Information

Personal information is defined in the Privacy Act 2020 and includes any information that identifies you or another person, that you provide, or have provided, to us or authorise us to collect at any time (including default information and updated information (Personal Information)—this is a defined term in the Privacy Act and here in this document. For example, your name, phone number, contact address, email address, income details, previous address and landlord details and employment details.

2.0 Sensitive Information

We may collect the following Personal Information that is considered to be sensitive information (Sensitive Information):

- 1 Information about your nationality if that is on your photo ID (e.g. passport).
- 2 Information about whether you have a criminal record.

We may collect this information directly from you or from third parties when completing checks as part of the application process (further information below). If you supply Sensitive Information to us or agree to its collection, we take this as consent to our management of it in accordance with this Privacy Statement.

This Privacy Statement does not limit our rights and obligations under the Privacy Act 2020.

3.0 How we collect Personal Information

We collect Personal Information from you:

- when you complete the paper version of this Application form
- electronically, when you apply online to rent a property via our website, whangamatarealestate.co.nz.

We may collect Personal Information if you contact us directly in another way.

4.0 Providing information

It is not compulsory to provide us, or authorise us to collect, Personal Information, or provide any other information requested in this form. However, if you do not do so, it is likely to affect our assessment of your tenancy application.

5.0 Authorisation

If you provide to us, or authorise us to collect, Personal Information about a third party (such as an occupant over the age of 18 years old, flatmate or guarantor) you confirm that:

- the relevant person has authorised us to collect, use and disclose their Personal Information in accordance with this Privacy Statement
- you have informed them about their rights to access their Personal Information set out below.

6.0 Purposes of collection

We may collect and use Personal Information and any other information you provide to:

- 1 assess your suitability for a tenancy, including assessing you and your guarantor's creditworthiness and reference checking
- 2 confirming that you are over 18 years old which is the legal age required to become a tenant (unless you are married)
- 3 manage and monitor your tenancy and arrange contractors/tradespeople as necessary (if your application is approved)
- 4 collect any amounts that you owe to us and/or enforce any Tenancy Tribunal order or judgement relating to your Tenancy Agreement

You agree that:

- You have voluntarily given us your driver license details and that you may verify my driver license details with the NZTA, for the purpose of checking your identity and age.
- We may contact your employer to verify that you are currently employed.
- We may contact your current and previous landlord to verify your rental history.

We may disclose the Personal Information or you or others provided by you on this form to the landlord of the property you have applied to rent for the purposes set out in this Privacy Statement.

We may use the services of a credit reporter or bureau, debt collection agency for credit and reference checking and enforcement purposes ('Agencies'). We may collect Personal Information from, and disclose Personal Information to, those Agencies for any of the purposes described in this Privacy Statement and we may authorise Agencies to hold, use and disclose Personal Information for the purpose of providing their services to us and providing credit reporting services to ourselves and their subscribers or for other lawful purposes. This may include an Agency disclosing your information to the Ministry of Justice to check for any overdue fines, and receiving information which is disclosed to us.

If you are chosen as the preferred applicant, we may use, or disclose your Personal Information to an Agency for it to carry out a criminal record check.

We may also disclose any information provided on this form, including Personal Information or any default information to:

- another landlord if you apply to rent other properties in future,
- a tenant default database,
- other third parties if required by law (eg for law enforcement purposes).

7.0 Holding information

We may hold records of your application for as long we have a lawful purpose to retain them. For example, your application may be held on file for up to a year after termination of the tenancy if you are the successful or a preferred applicant (under the Residential Tenancies Act 1986). Any financial records (including details of bond and rent payments) may be held for a maximum of seven (7) years.

8.0 Storage of information

We hold successful applications information in physical files for audit purposes (as required by law). Successful applicants will receive a copy.

9.0 Access and correction

Personal Information will be held by us at our business address 328 Ocean Road, Whangamata 3620.

You have the right to access and request correction of your Personal Information by contacting us at rentals@whangamatarealestate.co.nz.

Note: legally we may refuse to disclose any of the information requested by you where:

- 1 disclosure would involve the unwarranted disclosure of the affairs of another person (whether living or deceased)
- 2 the information and any information identifying who provided it to us:
 - a was provided on the basis that it and the identity of the provider would be held in confidence
 - b it is evaluative material (that evaluation or opinion material given to us for the purpose of determining your suitability to enter into a tenancy agreement with us.

This means that we may refuse to provide copies of any references or information provided to us by referees relating to your application.

The contact for privacy complaints is the Privacy Officer, also contactable by email at rentals@whangamatarealestate.co.nz.

☐ I agree to this Privacy Statement

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