

# TENANT APPLICATION FORM

First Floor Chester Building, Corner of Shotover & Camp Streets,  
PO Box 320, Queenstown, New Zealand  
Telephone: 64-3-442 7518 Facsimile: 64-3-442 5177  
Email: rentals@qac.co.nz Website: www.qac.co.nz



**\*All sections of this form must be completed in full before application can be processed**

**PROPERTY ADDRESS:** .....

Have you viewed the inside of this property? YES/NO IF YES, when did you view? .....

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## PERSONAL DETAILS

Full name: ..... Are you? Male / Female

Current address: ..... Date of Birth: .....

Previous address (prior to the above) .....

Tel (hm):..... (wk) ..... Usual Occupation:.....

Tel (mob):..... Email: ..... Do you smoke? Yes / No

If you are under 18 years of age, are you married? ..... Identification (**copy must be supplied**)

..... Nationality: .....

**If you are not an Australian or New Zealand Citizen, please provide a copy of your current Visa or proof of residency**

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## GENERAL INFORMATION

Current Landlord/Agent:..... Tel: ..... Eml:.....

How long have you lived there? .....

What is your main reason for moving?.....

Do you have any pets? ..... Type?..... Breed?.....

Number of vehicles you will be parking at the new premises? .....

How long do you wish to rent this property for? ..... Move in date: .....

Have you ever had an Order made against you by the Tenancy Tribunal? .....

If Yes, for what reason? .....

How did you find out about Queenstown Accommodation Centre? .....

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## OTHER OCCUPANTS (all applicants 18 years and over must complete)

Please list other persons who will be living with you at the property (**They will need to complete an application form also**)

1 ..... Relationship: .....

2 ..... Relationship: .....

3 ..... Relationship: .....

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## SOURCE OF INCOME

What is your source of income? (i.e. Salary, wages, benefit, superannuation, savings, etc.) .....

Name of current employer:..... Phone Number: .....

Position held: ..... How long with this employer? .....

Outline brief details of previous employer: .....

**ADDRESS FOR SERVICE** (a contact address of a relative or friend in New Zealand who does not live with you)

Name: ..... Relationship:.....

Address:..... Phone number:.....

**IMPORTANT INFORMATION:** We do not accept cash/cheques/eftpos in our office for payment of rent. All rent payments must be made by **Automatic Payment** only and will be a condition of your Tenancy Agreement. Should this application be accepted, you will be required to provide your bank account details at the time of signing your lease, otherwise the tenancy will not proceed. **No personal cheques are acceptable.**

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**REFERENCES – 2 must be supplied (no family members please):**

Note: All overseas references **MUST** be in writing. Previous or current Landlord references are preferable.

1. Name:..... Tel:.....

Type of reference: (i.e. landlord, character, employment etc) .....

2. Name:..... Tel:.....

Type of reference: (i.e. landlord, character, employment etc) .....

3. Credit Reference (If you are from overseas, you can obtain your own credit check to assist with your application)

If you are Australian, log onto [www.mycreditfile.com.au](http://www.mycreditfile.com.au) Cost = \$AUD23.00

I consent to Queenstown Accommodation Centre 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 default database. I acknowledge that the information may then be publicly accessible through credit bureaux 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 authorise the organisations and people detailed above to divulge any information Queenstown Accommodation Centre may request.

I understand this application is subject to the approval of the owner/agent. I agree to pay one week's rent to secure the property and understand that if I withdraw after my application is accepted I will forfeit this rent. On acceptance of this application I agree to enter into an agreement to take the above residential premises for the agreed term and from the commencement date stated above and make rental payments, pay bond and letting fee as stated below:

1 week rental @ \$_____ per week	=	\$_____
4 weeks rental for bond	=	\$_____
Letting fee + GST	=	\$_____
<b>TOTAL</b>	=	<b>\$_____</b>

**PRIVACY ACT 1993 STATEMENT**

For the purposes of the Privacy Act 1993:

- \* This application form collected personal information about you.
- \* This information is required to:
  - Assess your eligibility as a tenant, and
  - Collect information, which should be provided, to a tenant default database or credit or credit bureaux if you enter into a tenancy agreement and fail to comply to comply with the terms of that agreement. (A tenant default database records the names of persons who have been found to breach a tenancy agreement on the Residential Tenancies Act 1986 by the Tenancy Tribunal.
- \* The information will also be made available to credit bureaux or tenant default databases;
- \* If you do not supply all the information in this form, you may not be considered as the best applicant for any of the properties we administer;
- \* You have the right to see the information we hold about you and to correct that information in accordance with the Privacy Act;
- \* You have the right to see the information held about you by any credit bureau or tenant default database and to correct it in accordance with the Privacy Act.

I confirm the information in this form is true and correct and that I have read the Privacy Act 1993 statement above.

Signature:.....

Date:...../...../.....