

PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THIS FORM

Applicants 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 driver's licence details or passport 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. I acknowledge if I enter a tenancy agreement as a result of this application being successful, then the information provided in this application will form part of the tenancy agreement.

Privacy Act 2020 Statement - 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.

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. Your privacy is protected under the Privacy Act 2020. If you cannot find the information that you need, or you have concerns about the way we are managing your personal information, then please contact us at any time in writing to: rachael.courtney@nidd.co.nz

Recipient of information - The information is provided by you to the Owner/Agent/Property Manager at Nidd Property Management Limited.

Purpose (Compliance) - This section outlines how we collect, use and share personal information:

- To perform background checks, reference checks and credit checks through the Centrix and Equifax credit bureaus.
- To add my information to any background, reference and credit checking database for the purposes of this application or future referrals or applications to Nidd Property Management.
- 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 or birth certificate details.
- I consent that my personal information may be discussed with any personal or work referees
- If applicant should be successful, contact details would be provided to contractors when needing to arrange access.

Information Provided (Engagement) - Nidd Property Management Limited will provide only the necessary information to carry out credit checking from third party databases. Companies providing this service may store any information provided in accordance with their own privacy policies. In the event of lodgment with Tenancy Services (mediation or tribunal) necessary information will need to be provided and stored on these government entities' databases. In the event of lodgment with a debt collection service all information necessary to facilitate the effective collection of outstanding debts will be provided to debt collection agencies who will use and store that data in accordance with their privacy policies.

- I agree that the Owner/Nidd Property Management can obtain other information about me relevant to the proposed tenancy.
- I declare that this authority and the consents provided by me cannot subsequently be withdrawn or cancelled by me.
- I agree that should I be successful with my application, I will be required to pay, prior to the start of the tenancy, at least 1 week and not more than two weeks rent in advance, a bond of not more than the equivalent of four weeks rent.
- I further agree to Nidd Property Management Limited providing a copy of the tenancy agreement to any purchaser of the property or their solicitor or nominated agent.
- I further agree to Nidd Property Management Limited providing a copy of my record of payments of rental, routine inspections and any other relevant information to any proposed purchaser or agent of the property.
- 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 in this form is true and correct and that I have read and signed the Cautions under the Privacy Act 2020 agreeing to the conditions above.

Storage and Retention of information (Storage & Retention) - Information collected is stored mitigating the risk for third parties to gain access. Nidd Property Management will only retain unsuccessful application documentation where a credit check has not been completed will be held with limited access for third parties. This is in accordance with Credit Checking companies which stipulates that if a credit check has been completed that we store the file for up to 4 years and must provide the Credit Checking company with information or documentation or to take other reasonable steps to show compliance or to assist our monitoring or investigations.

Should the applicant be successful their information will be stored in accordance with storage and security requirements.

Security (Security) - Nidd Property Management take all reasonable steps to ensure any personal information collected is protected against loss, unauthorised access and disclosure or any misuse. This includes meeting the requirements prescribed by the New Zealand government for the handling, storage, and disposal of any protectively marked or security classified information. We are satisfied that our third party data processors can meet our privacy and security requirements.

I hereby authorise Nidd Property Management Limited to provide a reference or report in respect of the tenancy to any future landlords or prospective landlords for which I/we may be applying to occupy or lease premises from.

Please ensure you read all the information before signing and submitting this form.

Signed: _____ (Applicant) Date: _____

THIS INFORMATION IS PROVIDED BY YOU FOR THE PURPOSE OF ASSESSING YOUR ELIGIBILITY AS A TENANT FOR

THE PROPERTY AT: _____ **RENT PW:** _____

PROPOSED TENANCY START DATE: _____ **PROPOSED TENANCY END DATE:** _____ **LONG TERM** **SHORT TERM**

I VIEWED THE PROPERTY WITH A NIDD PROPERTY MANAGEMENT AGENT: **YES** **NO**

I AM OVER 18 YEARS OF AGE **YES** **NO** **IF UNDER THE AGE OF 18 A GUARANTOR IS REQUIRED TO ALSO SUBMIT AN APPLICATION**

SURNAME: _____ (IF MARRIED) **MAIDEN NAME:** _____

FIRST NAME: _____

CURRENT ADDRESS: _____

REASON FOR APPLYING FOR A NEW TENANCY: _____ **LENGTH OF TIME THERE:** _____

EMAIL: _____ **MOBILE:** _____

SMOKER/VAPOUR **YES** **NO** **NUMBER OF DEPENDANTS LIVING WITH YOU:** _____ **AGES:** _____

NAMES OF DEPENDENTS: _____

PETS: **YES** **NO** **NAME:** _____ **TYPE AND BREED:** _____ **INSIDE** **OUTSIDE**

EMPLOYER/INSTITUTE: _____ **OCCUPATION/MAJOR:** _____ **PHONE:** _____

EMPLOYER/INSTITUTE ADDRESS: _____ **LENGTH OF TIME THERE/YEAR OF STUDY:** _____

DO YOU RECEIVE A WINZ BENEFIT **YES** **NO**

PREVIOUS CRIMINAL CONVICTIONS: **YES** **NO** _____

IF YOU HAVE A PREVIOUS CRIMINAL CONVICTION WE MAY REQUIRE YOU TO FILL OUT A MINISTRY OF JUSTICE CRIMINAL RECORD RELEASE FORM.

NEXT OF KIN / IN CASE OF EMERGENCY - Not to be living with you, if under 25 a parent must be nominated. Email is compulsory for non-NZ Residents.

NAMES: _____ **RELATIONSHIP:** _____

ADDRESS: _____ **PHONE:** _____

_____ **EMAIL:** _____

CURRENT/PREVIOUS LANDLORD OR OTHER REFERENCES (NOT TO BE A FAMILY RELATIVE) *Please state affiliation to your reference: Landlord, Employer etc*

(1) NAME: _____ **AFFILIATION:** _____

RENTAL ADDRESS: _____ **CITY:** _____

DATE RENTED: _____ **EMAIL** _____ **PHONE:** _____

(2) NAME: _____ **AFFILIATION:** _____

RENTAL ADDRESS: _____ **CITY:** _____

DATE RENTED: _____ **EMAIL** _____ **PHONE:** _____

WILL ANYONE ELSE BE LIVING WITH YOU AT THE PROPERTY **YES** **NO** (All potential Tenants are required to complete separate application forms)

NAMES: _____

HOW DID YOU FIND OUT THIS PROPERTY WAS AVAILABLE TO RENT? _____

PHOTO ID IS REQUIRED - **DRIVER'S LICENCE** **PASSPORT** **18+ CARD** **OTHER:** _____

While it is not required that you fill out this form in its entirety, it may prevent us from carrying out a complete credit check which could make it more difficult for the Owner to make a decision.

PLEASE NOTE: WE MUST HAVE YOUR FULL SIGNATURE - SEE OVER PAGE