



# Pre-Tenancy Application Form

Please complete this form to apply for a Te Tii (Waitangi) B3 Trust residential house in Te Kemara Avenue, Te Karuwha Parade, and/or Puketona Rd, Waitangi. The information you provide is for applying for this tenancy and may be used for a credit and reference check. Your privacy is protected under the Privacy Act 1993.

## Applicant Details

Full name:

Tupuna Name & No.  
(Tupuna Number from 1891 Schedule Owners List)

Current Address:

How long have you lived there:                      Years:                      Months:

Phone Number:    Work Number:

Email Address:

## Identification

Date of Birth:        /        /    If under the age of 18 are you married? YES / NO

**Please provide photo identification, such as your driver's licence or passport.**

Driver's license No 5a: \_\_\_\_\_ No 5b: \_\_\_\_\_

Or Passport Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Car/Vehicle registration number:    Make & Model:

## Emergency Contact

Name:

Address:

Phone number:    Mobile phone:

## Tenancy Details

Type of house required:    1 / 2 / 3 / 4    (please circle which applies)

Rent per week not to exceed:    Locality Preferred:

## Occupancy Details

**PETS**                      Do you have a pet?    YES / NO    If yes, what type of pet?

**SMOKING**                      Are you or any other prospective occupant a smoker?    YES / NO

**MOTOR VEHICLE**                      Will you be parking a motor vehicle on the property?    YES / NO

If YES, state details:    Make: \_\_\_\_\_                      Model: \_\_\_\_\_                      Registration Number: \_\_\_\_\_

Number of people intending to reside in the property (including applicant):

Adults: \_\_\_\_\_                      Children: \_\_\_\_\_

Names of people intending to reside in the property:

**Current Landlord's Details**

If you are currently renting, please provide your landlord's name and contact details

Landlord name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Please state why you are leaving  
\_\_\_\_\_  
\_\_\_\_\_

May I contact this person for a reference?

Yes / No

(Please circle)

**References**

Please provide two referees that Mid North Real Estate (MNRE) can contact. Referees can be a friend, co-worker, your employer or someone who knows you well (not relatives) One of your referees should be able to provide a reference about your credit worthiness. If you have already provided your current landlord's details, only one additional referee is needed. Please let these people know we may contact them for a reference.

Referee name 1: \_\_\_\_\_ Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Referee name 2: \_\_\_\_\_ Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Tenants Declarations, Consents and Agreements****I agree** to authorise Mid North Real Estate or Landlord to:

- Collect and retain any credit checks;
- 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 reference;
- Use this 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 Tribunal;
- Pay any or all costs of collection including disbursements, fees, commissions and charges;

**I confirm** the information in this form is true and correct and that I have read and signed the Te Tii (Waitangi) B3 Trust Tenancy Policy and other information relevant to this application.

Signature of Applicant: \_\_\_\_\_ Date:        /        /

Under the Privacy Act 1993, 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.

**FOR THE TENANT**

This application is completed for Te Tii (Waitangi) B3 Trust located at 19/36 Te Kemara Ave, Waitangi, phone (09) 402 5146.

Our Property Managers are Mid North Real Estate, 138 Broadway Kaikohe.

Your Rental Manager is Sandra Robinson, phone 0800 401 895.

**OFFICE USE ONLY****Date**

- Credit check completed .....
- References checked .....
- Landlord Approved .....
- WINZ form .....

House Allocated .....

Move in date: .....

## Te Tii (Waitangi) B3 Trust Tenancy Nomination Form

### Completed by Tupuna Whanau Representative (TWR)

TWR Name: \_\_\_\_\_

TWR Postal Address: \_\_\_\_\_

**I declare that both:**

\_\_\_\_\_   
 (Name of person entitled and seeking rental accommodation at Waitangi Te Tii B3)

**And I directly whakapapa to:**

\_\_\_\_\_   
 (Name of tupuna on the Tupuna Whanau List)

\_\_\_\_\_ Listed number from schedule

**I also declare that he/she is entitled to rental accommodation and has the support of the tupuna whanau.**

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_   
 (Signed by Kaumatua/Kuia or tupuna whanau representative)

**Witnessed by**

\_\_\_\_\_ **Signature:** \_\_\_\_\_   
 (Name of witness)

\_\_\_\_\_   
 (Address of witness)

## **Tenancy Policy**

*[Prospective tenants must read the following Tenancy Policy and sign as understanding and adhering to the rules and regulations of the Tenancy Policy]*

1. All properties shall be rented or leased at current market value as decided by the Trustees.
2. All tenants must pass an evaluation by the Property Manager (PM), which shall include credit and tenancy checks, and previous Landlord references. Credit check enquiries will include a Ministry of Justice Overdue Fines Balance Search. This criteria is at the discretion of the PM.
3. Tenants will be offered a three month fixed term tenancy initially to be renewed at the discretion of the PM.
4. The Board shall hold a Registry of Beneficiaries interested in renting Trust properties and appoint a registrar of the registry.
5. The Registrar shall ensure that the registry is current and liaise with the Property Manager concerning who is the next available beneficiary to be considered.
6. There will be only one tenant for each Tupuna on the 1891 Schedule, unless no other beneficiary requires the property.
7. An applicant Beneficiary has 7 days to consider whether he/she wants the property, before it being offered to the next most suitable person.
8. It is the applicant beneficiary's responsibility to ensure current contact details are made available to the PM.
9. Failing any applicant Beneficiary wanting a property it will be made available to the open market.
10. The applicant Beneficiary must be the resident of the property.
11. Any tenant requiring electronic monitoring at the property must receive approval at the sole discretion of the Trust.
12. No pets are allowed by Tenants. Any tenants who breaches the Trust policy by bringing a pet onto the property will be issued with a 90 day notice to vacate.
13. The Property Manager shall pursue all tenants for costs incurred by the Trust.
14. Bond is four (4) weeks rent.
15. Tenants are to pay for water rates and other utilities.
16. Garden maintenance and mowing lawns shall be the responsibility of the Tenant.
17. Tenants shall keep the property in good condition and not allow unused vehicles to be kept on the premises
18. Tenant communication is to the Property Manager only.
19. Tenancy Agreement will be in the name of the applicant beneficiary.

I, \_\_\_\_\_, have read and agree to adhere to the Tenancy Policy.  
*(name of tenant)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Privacy Act 1993 Statement

This application form collects personal information about you.

This information is required for the purpose of:-

- Assessing your eligibility as a tenant;
- Collecting information which may be provided to a tenant default database and/or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement;
- Being retained within our office
- Being made available to credit bureaux and/or tenant default databases and will be accessible to other people that may inquire of this credit bureaux and/or tenant default database;

Failure to supply all the information in this form means you may not be considered for my/our tenancy(ies)

- You have a right to see the information held about you by any credit bureau or tenant default database and to correct that information in accordance with the Privacy Act.

### Acceptance

1. I consent to you making any type of reference, verification or credit check including an online TINZ check and associated databases.
2. 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 default database.
3. I acknowledge that the information may then be made publicly available through credit bureau or tenant default databases if I have given anyone my authority to do checks on these credit bureaux or tenant default databases or their checks otherwise conforms to the terms of the Credit Reporting Privacy Code 2004.
4. I agree that you may use any of the information on this application form to enforce any judgment in respect of the Tenancy Agreement or in respect of any order against me by the Tenancy Tribunal.
5. I agree that an identification photo and an assessment regarding my fulfilment of basic tenant responsibilities may be added to an internet based tenant reference website. This assessment will be about how I/We performed regarding:
  - payment of rent
  - keeping the dwelling and grounds tidy
  - being considerate towards neighbours
  - keeping and leaving the dwelling and grounds tidy
  - if we are declined a tenancy – for any reason
  - Any verbal or physical threats
  - Any illegal use or manufacture of drugs within the tenancy
6. I agree that if I am declined this tenancy for reasons of a bad credit history or Tenancy Tribunal orders against me, I am aware that this may be placed on a tenancy database.
7. I confirm the information in this form is true and correct and that I have read the Privacy Act Statement as stated above.

Signature: .....

Date: .....