DNA Property Management

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Application Form

Please complete this form to apply for the tenancy at the address below. 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 2020.

Tenancy details
Property address:
Date of commencement of tenancy: / /
Applicant details
Full name: Are you over 18?:
Preferred name (if applicable):
Phone number:
Email:
Current address:
How long have you lived there? Years: Months:
Please state why you are leaving this address:
If currently studying, what year are you this year: 1st? 2nd? 3rd? 4th? Other?
What are you currently studying?:
Have you ever attended a Tenancy Services hearing?:
Have you had money deducted from a bond?:
Do you have a criminal conviction?: Do you consent to us doing a criminal history check?:
Identification
Please provide photo identification, such as your driver's licence or passport. **Please send us a photo of your I.D. when you email back your application form**. Driver's licence number: Version no(5b on licence): *NB: Provision of this number is voluntary and will only be used to verify your identity and for carrying out a credit check*
Car/vehicle registration number:
Make and model:

Alternative form of I.D. (such as passport) number:

Emergency contact

Name:

Address:

Phone number: Mobile phone:

Email:

Current landlord's details

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

Landlord's name:

Phone number: Mobile phone:

Email:

May I contact this person for a reference? Yes / No
(Please circle)

References

Please provide two referees that I can contact. Referees can be a friend, co-worker, your employer or someone who knows you well.

One of your referees should be able to provide a reference about your creditworthiness. If you have already provided your current landlord's details, only one additional referee is needed. Please let these people know I may be contacting them for a reference.

Referee name 1: Phone:

Email:

Referee name 2: Phone:

Email:

Signature

I authorise DNA Property Management to:

- collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy; and
- 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; and
- as part of providing a credit report, may check the Ministry of Justice fines database for any overdue fines I may have.

Signed by: Date signed:

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.