

RENTAL APPLICATION FORM

Property: _____

Full Names(s): _____ Date of Birth: _____

Other Names Used: _____

Phone Home: _____ Mobile: _____ Email: _____

Present Address: _____ From:/...../.....to...../...../.....

Previous Address's (Past two years):
1. _____ From:/...../.....to...../...../.....

2. _____ From:/...../.....to...../...../.....

Do you own a motor Vehicle: Yes/No Make and Model: _____ Reg No _____

Pets: (If yes please specify) Yes/No _____

Employment Details:

Employers Name: _____ WINZ No: _____

Address: _____ Phone: _____

Your Occupation: _____ How long: _____

Contact Person: _____ Ph Number: _____

Income Range: Up to 30,000 / 30,000 – 50,000 / 50,000 + (please circle)

Names of others to be accommodated: (if application accepted, names must be on tenancy agreement)

_____	DOB: _____	Employer _____
_____	DOB: _____	Employer: _____
_____	DOB: _____	Employer: _____
_____	DOB: _____	Employer: _____

Present Landlords Name: _____ Ph Number: _____

Please note preferred referees are previous landlords and / or employers or managers – not friends or family.

References: _____ Ph Number: _____
 _____ Ph Number _____

Identification – Passport / Drivers Licence / Photo ID Number: _____ Version (5b) _____

Proof of Address (eg: bank statement / power account) Witnessed _____

Are you in debt to another Landlord / Agent? _____

Service Address: (Where any mail can be sent to you even after the end of the tenancy)
 _____ Relationship to you _____

Next Of Kin: Name: _____ Address: _____

Contact Phone Number: _____ Relationship to you: _____

Additional Contact: (must be given) Name _____
 Address _____

Where did you hear about this property? Internet / Trademe / Other (please circle one)

Continue on next page.....

I/we agree to pay the following costs to Topp Realtors upon signing the Tenancy Agreement:

Letting Fee: Equivalent to one week's rent + GST.

Rent: Equivalent to one week's rent.

Bond: Equivalent up to four week's rent.

- All Monies paid will be credited firstly to letting fee, then bond and finally rent. All monies must be paid before keys are handed over.
- 1. *I/We authorize any person or Company to provide you with such information as you may require in response to your credit or employment enquiries. I further authorize you to furnish any third party details of this application and any subsequent dealings that I/ we may have with you as a result of this application being actioned.*
- 2. *If I/we find suitable accommodation, which is brought to my/our attention by Topp Realtors, I agree to pay Topp Realtors Ltd a fee equivalent to one week's rental plus GST and debt recovery expenses.*
- 3. *In the event of us owing money to Topp Realtors Ltd and are unable to be traced, it will affect our credit rating as the debt to Topp Realtors will be loaded with Baycorp / Veda.*
- 4. *In the event of any information provided by us being incorrect or misleading, the tenancy will be terminated or not granted and we may forfeit our deposit.*
- 5. *If this application is accepted all monies due will be paid in advance of taking possession of the property.*
- 6. *We agree that any name and /or signatures on this application makes us jointly, severally or individually responsible for any debt, damage and costs involved with this tenancy.*
- 7. *We advise that our name is with Baycorp / Veda for the following reasons _____*
- 8. *I/We agree to declare any information relating to me/us or any other person/s residing at this address if I/we have any criminal charges, convictions or pending charges.*
- 9. *We agree that if we have any criminal convictions, the Property Manager has the right to refuse this application.*

Signature of main applicant: _____ Date: _____

Signature of co-applicants _____

Note: Applications will not be considered unless this form is fully completed correctly and truthfully.

Acceptance of the tenancy is subject to satisfactory rental references and credit check.

Please return application form by post, fax or e-mail with relevant documents to:

Topp Realtors
135b Farrington Ave
Bishopdale
Christchurch 8053
Or email to: topprealtors@harveys.co.nz



Topp Realtors Ltd
[Licensed Agent MREAA 2008]

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