

# Application for a Residential Tenancy

## Privacy Statement

By completing this application form you agree to the collection, use and disclosure of personal information in accordance with this Privacy Statement.

The information, including personal information, is being collected by Barfoot & Thompson on behalf of the landlord ('us, we') whose address is 34 Shortland Street, 1010, Auckland Central.

This Privacy Statement does not limit our rights and obligations under the Privacy Act 1993. We have adopted this Privacy Statement in accordance with the Information Privacy Principles in the Privacy Act 1993 (NZIPPs).

### Personal information

Personal information is defined in the Privacy Act 1993 and includes any information that identifies you or another person, that you provide, or have provided, to us or authorise us to collect at any time (including default information and updated information (Personal Information) – this is a defined term in the Privacy Act and here in this document. For example, your name, phone number, contact address, email address, income details, previous address and landlord details and employment details.

### Sensitive information

We may collect the following Personal Information that is considered to be sensitive information (Sensitive Information):

- 1 Information about your nationality if that is on your photo ID (e.g. passport).
- 2 Information about whether you have a criminal record.

We may collect this information directly from you or from third parties when completing checks as part of the application process (further information below). If you supply Sensitive Information to us or agree to its collection, we take this as consent to our management of it in accordance with this Privacy Statement.

### How we collect personal information

We collect Personal Information from you:

- 1 when you complete the paper version of this Application Form
- 2 electronically, when you apply online to rent a property via our website [barfoot.co.nz](http://barfoot.co.nz), and our mobile site and mobile app.

When you apply online, we collect personal information in conjunction with a customised, real estate inspection booking platform offered by our agent, Inspect Real Estate IS LP (LP No. 2626891) [InspectRealEstate.co.nz](http://InspectRealEstate.co.nz) (IRE Services).

You are able to access the IRE Services through our website and through mobile sites and apps. The IRE Services will require you to create a user profile. Any Personal Information collected when you apply online via the IRE Services is collected and held securely in accordance with their Privacy Policy .

We may also collect Personal Information if you contact us directly in another way – as outlined in our general Privacy Policy .

### Providing information

It is not compulsory to provide us, or authorise us to collect, Personal Information, or provide any other information requested in this form. However, if you do not do so, it is likely to affect our assessment of a tenancy application.

### Authorisation

If you provide to us, or authorise us to collect, Personal Information about a third party (such as an occupant over the age of 18 years old, flatmate or guarantor) you confirm that:

- the relevant person has authorised us to collect, use and disclose their Personal Information in accordance with this Privacy Statement; and

- you have informed them about their rights to access their Personal Information set out below.

### **Purpose of collection**

We may collect and use Personal Information and any other information you provide to:

- a assess your suitability for a tenancy, including assessing you and your guarantor's creditworthiness and reference checking;
- b confirming that you are over 18 years old which is the legal age required to become a tenant (unless you are married);
- c manage and monitor your tenancy and arrange contractors/tradespeople as necessary (if your application is approved);
- d collect any amounts that you owe to us and/or enforce any Tenancy Tribunal order or judgement relating to your Tenancy Agreement

You agree that:

- You have voluntarily given us your driver licence details and that you may verify my driver licence details with the NZTA, for the purpose of checking your identity and age.
- We may contact your employer to verify that you are currently employed, and if necessary your previous employer to verify the information you have provided.
- We may contact your current and previous landlord to verify your rental history.

We may disclose the Personal Information or you or others provided by you on this form to the landlord of the property you have applied to rent for the purposes set out in this Privacy Statement.

We may use the services of a credit reporter or bureau, debt collection agency for credit and reference checking and enforcement purposes ('Agencies'). We may collect Personal Information from, and disclose Personal Information to, those Agencies for any of the purposes described in this

Privacy Statement and we may authorise Agencies to hold, use and disclose Personal Information for the purpose of providing their services to us and providing credit reporting services to ourselves and their subscribers or for other lawful purposes. This may include an Agency disclosing your information to the Ministry of Justice to check for any overdue fines, and receiving information which is disclosed to us.

If you are chosen as the preferred applicant, we may use, or disclose your Personal Information to an Agency for it to carry out, a criminal check.

We may also disclose any information provided on this form, including Personal Information or any default information to another landlord if you apply to rent other properties in future, or to a tenant default database or to, a contractor/tradesperson to arrange access to the property (if you are the successful applicant).

### **Holding information**

We may hold records of your application, including any Personal Information and credit checks, for seven (7) years or other time frame as required by law.

### **Storage of information**

We hold and store your Personal Information using third party data storage services, and through app and software providers that store information. We also hold all application information (including unsuccessful applicants) in physical files for audit purposes (as required by law).

### **Access and correction**

Personal Information will be held by us at our business address 34 Shortland Street, Auckland 1010. You have the right to access and request correction of your Personal Information by contacting us at [hr@barfoot.co.nz](mailto:hr@barfoot.co.nz). Please include the words 'Tenant Privacy Request' in the subject line.

The contact for privacy complaints is the Privacy Officer, also contactable by email at [hr@barfoot.co.nz](mailto:hr@barfoot.co.nz).

### **Note:**

A separate completed application is required for each person who proposes to enter a tenancy agreement as a tenant.

I agree to this Privacy Statement

## Rental property

Property address .....

Rent per week \$ ..... Preferred move in date ..... / ..... / .....

Length of tenancy required  Periodic  Fixed-term .....

How did you find out about this property?

Barfoot website  oneroof.co.nz  homes.co.nz  Realestate.co.nz

Trademe.co.nz  hougarden.com  Newspaper  Referral

Rental  List/window  Card

Other .....

## Applicant's details

Title  None  Mr  Mrs  Miss  Dr  Other .....

Full name .....

Current address .....

..... Length of residency ..... years ..... months

Phone ..... Mobile .....

Email .....

## Other applicant names

All adults to reside at the property excluding yourself must be listed below and submit an application.

### Applicant #2

First name(s) ..... Surname .....

Email ..... Mobile .....

### Applicant #3

First name(s) ..... Surname .....

Email ..... Mobile .....

### Applicant #4

First name(s) ..... Surname .....

Email ..... Mobile .....

### Applicant #5

First name(s) ..... Surname .....

Email ..... Mobile .....

## Identification

Provide photo identification such as your driver licence or passport.

Gender  Male  Female  Unspecified

Date of birth ..... / ..... / ..... If under the age of 18 are you married?  Yes  No

Driver licence ..... Expiry date ..... / ..... / ..... Version number .....  
(Provision of this number is voluntary and will be used for verifying your identity and carrying out a credit check.)

Passport number ..... Expiry date ..... / ..... / .....

WINZ number (if applicable) .....

NZ 18+ card  Birth certificate

Are you a permanent resident or citizen of New Zealand?  Yes  No

## Supporting documents

Pay slip  Other proof of income  Proof of address

Any other documents .....

## Criminal record

Have you ever been convicted of any crime or offence (other than one concealed by the Criminal Records (Clean Slate) Act 2004)?  Yes  No

If 'Yes' give details .....  
.....

## Landlord

Are you in debt to another lessor or agent/property manager?  Yes  No

## Occupancy details

**Pets:** Do you have a pet?  Yes  No

If 'Yes', what? Type ..... Age ..... Breed .....

**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

### Primary vehicle

Registration ..... Make ..... Model .....

### Other vehicles

Registration ..... Make ..... Model .....

Registration ..... Make ..... Model .....

Registration ..... Make ..... Model .....

Number of adults intending to reside in the property (including applicant) .....

Number of children intending to reside in the property .....

### Current rental details

Are you currently renting?  Yes  No

Name of  Property manager  Agent or  Landlord .....

Phone ..... Mobile .....

Email ..... Rent per week \$ .....

Why are you leaving? .....

.....

I agree to you contacting my current property manager/agent/landlord

### Previous rental details

Have you previously rented?  Yes  No

Property address .....

Rent per week \$ ..... Start date ..... / ..... / ..... End date ..... / ..... / .....

Name of  Property manager  Agent or  Landlord .....

Phone ..... Mobile .....

Email .....

I agree to you contacting my previous property manager/agent/landlord

### Tenancy termination

Have you ever had a tenancy terminated before?  Yes  No

If 'Yes' give details .....

.....

### Current employment

Employment status  Employed  Self-employed  Student  
 WINZ  Retired  Unemployed

#### Employer

Current employer .....

Occupation ..... Employer contact name .....

Address .....

Contact number ..... Mobile .....

Contact email .....

Start date ..... / ..... / ..... Net annual income \$ .....

Employment status  Full-time  Part-time  Casual

I agree to you contacting my employer to verify that I am currently employed.

**Previous employment**

Only required if been with current employer less than six (6) months.

Occupation ..... Employer contact name .....

Address .....

Phone ..... Mobile .....

Email .....

Start date ..... / ..... / ..... End date ..... / ..... / ..... Net annual income \$ .....

Employment status  Full-time  Part-time  Casual

I agree to you contacting my employer to verify that I am currently employed.

**Contact details of nearest relative**

To be used in case of an emergency only.

Name ..... Relationship .....

Address .....

Phone ..... Email .....

**Additional notes**

.....  
.....

**Utility services**

Would you like your details passed on to FastConnect who can contact you to assist with setting up or moving electricity, internet, gas, telephone and TV services?

Yes  No

Note, this is a free service offered to our customers.

**References**

I agree to you contacting the following referees to obtain other information about me relevant to my suitability to this tenancy.

Yes  No

**Reference #1**

Name ..... Relationship .....

Phone ..... Mobile .....

**Reference #2**

Name ..... Relationship .....

Phone ..... Mobile .....

**Reference #3**

Name ..... Relationship .....

Phone ..... Mobile .....

## General terms

- 1 I acknowledge that by completing this form I am applying to rent a residential house/flat/apartment.
- 2 I confirm that the property has been viewed by me or on my behalf.
- 3 If I am the successful applicant and Barfoot & Thompson need to take action against me to recover any unpaid amounts relating to my tenancy, I agree that I may be required to pay any costs which are charged by debt collection or enforcement agencies in relation to the amounts owed by me (including but not limited to debt collector's commission or fees and court fees).

### 4 Photographs

If I am the successful applicant, I consent to you (Barfoot & Thompson)

- taking photographs of the premises as part of your service to the landlord and understand that these photographs may be supplied to the landlord or any other party as required as a record of the condition of the premises.
- to the photographs being stored for a period of up to seven (7) years or such further time

as required by law, following the expiry of Barfoot & Thompson's management of the premises.

I understand that you will take all reasonable steps to:

- ensure that the photographs do not contain any information that could lead to identification of myself or the other occupants of the premises; and
- ensure that the photographs are securely stored.

### 5 Illicit substances

I agree that the property may be tested for the presence of any illicit substances during the term of the tenancy.

- 6 I confirm that I am authorised by any other applicants or intended occupants of the property or other relevant third parties to provide you with the information above, including any Personal Information.
- 7 I understand that any false or misleading information given in this application may render the tenancy liable to termination, if I am accepted as a tenant.

I give permission to be added to your mailing list

This property has been viewed by me or on my behalf

I confirm that all of the information I have provided to you above and in the attached documents is true and correct, complete and not misleading and that I have read, understood and agree to the Privacy Statement and the General Terms above.

Signature of applicant ..... Date ..... / ..... / .....

This application is completed for Barfoot & Thompson Ltd:

Address .....

Phone ..... Email .....

Property manager .....

## OFFICE USE ONLY

Date ..... / ..... / .....

Landlord approved .....

Credit check completed .....

WINZ form .....

References checked .....

Other .....