

# Tenancy Application Form



## SECTION ONE: PERSONAL DETAILS

Title:  Mr  Miss  Ms  Mrs  Other (please specify)

First name(s) Surname/Family name

Preferred first name Other names (eg, maiden)

Date of birth  Day  Month  Year Gender (please tick)  Male  Female

Postal address

City Postcode Home no.

Email address Mobile

Are you a: (please tick):  NZ citizen/permanent resident  International student or worker (requiring entry permit)

While living at Laidlaw College I will be:  Studying at Laidlaw College  Working  Other (please state)

Please attach a copy of your passport or Driver's Licence.

## Employment

Employer Employer Phone Number

Position Time employed

If you are currently receiving your income from Work and Income NZ, please state benefit type:

Benefit Type

## SECTION TWO: RELATIONSHIP DETAILS

Please provide details of all intended tenants (including your spouse) who will live with you in Laidlaw College accommodation:

Name	Relationship to you	Gender	Date of Birth

## SECTION THREE: ACCOMMODATION TYPE

What date would you like to move in?

What type of accommodation are you applying for?

- 4 bedroom house  East Wing Studio room single study  
 East Wing Studio room double study  East Wing Studio room Large

Reasons for moving from your current accommodation

.....  
.....  
.....  
.....

**SECTION FOUR: REFEREES**

**Referee One: Church Minister / Pastor / Elder or Youth Pastor**

Name  
.....  
Church Name ..... Church Position .....  
Email Address .....  
Mobile Number ..... Landline .....

**Referee Two: Current or Previous Landlord**

Name  
.....  
Email Address .....  
Mobile Number ..... Landline .....

**Emergency Contact Person Details**

In the event that you are in an emergency while living in Laidlaw College accommodation, please nominate a parent/guardian/next of kin or close friend for us to contact:

Emergency contact person  
.....  
Relationship to you  
.....  
Postal address  
.....  
.....  
Email Address .....  
Mobile Number ..... Landline .....

**SECTION FIVE: FINANCIAL DETAILS**

How do you anticipate meeting the cost of living in Laidlaw College accommodation:

- Personal Savings
- Income from Employment
- Support from WINZ
- Personal Support from:
- Student Allowance
- Student Loan/Living Allowance
- Family
- Church
- Friends

**SECTION SIX: CHRISTIAN COMMUNITY**

Laidlaw College is a Christian community. The College tries to avoid a narrowly regimented approach, but nevertheless expects the highest standards of morality, personal responsibility and sensitivity towards others.

Are you willing to abide by the Terms and Conditions of Residency as outlined in the Accommodation Guide and Tenancy Agreement?  Yes  No

Do you have any criminal convictions?  Yes  No

If yes, please briefly provide details: (a conviction does not necessarily rule out your eligibility for accommodation)

Do you or any other person who will be living with you, live with long-term effects of injury, illness or disability?

Yes  No

If yes, please explain briefly:

## APPLICATION FORM - PRIVACY ACT 1993 STATEMENT

This application form collects information about you. This information is required by Laidlaw College to:

- Assess your eligibility as a tenant; and
- Collect information, which would 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. (A tenant default database records the names of the persons who have been found in breach of their tenancy agreement and/or the Residential Tenancies Act 1986 by the Tenancy Tribunal);
- The information in this tenancy application form will be retained within our office;
- The information will also be made available to credit bureaux and/or tenant default databases and will be accessible to other people that may inquire of this credit bureau and/or tenant default database;
- If you do not supply all the information requested in this application, you may not be considered for a tenancy
- You have the right to see information held about you by any credit bureau or tenant default database and to correct that information in accordance with the Privacy Act.

### Statement of Agreement

1. I consent to Laidlaw College Inc 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
4. I agree that you may use any of the information on this application to enforce any judgement 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 perform regarding:
  - i. Payment of rent
  - ii. Keeping the dwelling and grounds tidy
  - iii. Our level of consideration towards our neighbours
  - iv. Leaving the dwelling and grounds tidy
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 agree, if I am a Laidlaw College student, to the penalties for non-payment or late payment as described in the Laidlaw College Fee Schedule.
8. I confirm the information in this form is true and correct and that I have read the Privacy Act 1993 Statement as stated above.

Tenant 1	Signature	Date
Tenant 2	Signature	Date
Tenant 3	Signature	Date
Tenant 4	Signature	Date

Have you attached a copy of your passport or Driver's Licence?