

**Property Direct**

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**PROPERTY MANAGEMENT****PRE-TENANCY APPLICATION FORM**

(Only fill in this application form if you are serious about renting the property you are applying for.)

Property Address: \_\_\_\_\_

**Applicant Details:**NAME \_\_\_\_\_  
(First Names) (Surname) (Work Ph.) (Home Ph.)

Cell Ph: \_\_\_\_\_ Email: \_\_\_\_\_

ADDRESS \_\_\_\_\_

The following information is requested to provide us with person's who will give a character reference for you. If this is not fully completed it will make it difficult for us to proceed with your application. Please note that by giving us these people's names and phone number you are authorising us to ask them any question we consider relevant to your application.

EMPLOYER Name of Supervisor/Manager: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Phone No: \_\_\_\_\_

If you have changed Employers or Supervisor/Manager in the last 12 months please also give your previous employer, or if you have changed landlords in the last 12 months please also give your previous landlord

CURRENT LANDLORD Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Are you happy for us to contact your landlord and tell them that you have applied to become our tenant? \_\_\_\_\_

REFEREE: Please give us details of people who have standing in the community and know you well, who we can contact for a character reference. We are happy to make toll calls. It is often difficult to contact people quickly, so the more names and phone numbers you give the easier it will be to make contact with one or two of them.

Name: \_\_\_\_\_ Ph. Work \_\_\_\_\_ Ph. Home \_\_\_\_\_

Position and/or relationship with you: \_\_\_\_\_

Do you have any objection to us checking your credit rating? YES/NO (Circle one)

To do this we need your date of birth. \_\_\_\_\_

Who will you share this property with? \_\_\_\_\_

What is your relationship with them? Married \_\_\_\_\_ De Facto \_\_\_\_\_ Flatmate \_\_\_\_\_

Do you/or anyone who will share the flat smoke? YES/NO (Circle one)

Do you/or anyone who will share the flat have or intend to have a pet inside or outside the dwelling? YES/NO (Circle one)

If so what is the pet? \_\_\_\_\_

Please provide proof of identity, preferably identification should have a photograph on it.

Form of identification 1 \_\_\_\_\_

Property Direct Property Management's non payment rent/arrears policy

It goes without saying that rent payments ensure ongoing tenancy.

It is our policy that if rent becomes due and is not paid all legal resources will be used to collect the arrears.

Arrears waste everybody's time, so don't become our tenant unless you can and will pay "***in full and on time***".

**DO NOT** proceed with this tenancy application unless you are able to ensure that you can honour this requirement.

The applicant acknowledges that he/she has authorised and continues to authorise PDPM to make any inquiry or credit check of any third party or referee, or any agency, as PDPM in its entire discretion sees fit, in connection with the granting of and/or at any time during the currency of any tenancy granted. The applicant acknowledges that this Form asks for personal information connected with the granting of a tenancy and the applicant is advised that should a tenancy not be granted then the information will be destroyed by PDPM. The applicant also agrees that PDPM may use any of the information provided to enforce any Tenancy Tribunal judgement or order made involving the applicant. The applicant declares that the information provided is true and correct.

In signing this from I accept and agree to Property Direct Property Managements Terms and Conditions.

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

For the application process to proceed please deposit \$30 into our bank account,

**Property Direct Property Management**  
**Kiwibank, 38-9008-0572303-00**

Reference: Your last name Code: Address of property

This amount is a non-refundable charge to cover the cost of a credit check on the applicant.

Once we see the money in the bank (Kiwibank is in real time) we will be able to proceed with our pre-tenancy checks.