



## CHARTA MANAGEMENT LTD. TENANT APPLICATION FORM

I/We are applying to rent \_\_\_\_\_ from Charta Management Ltd.

*\*this is **NOT AN AGREEMENT TO RENT**: however; upon a tenancy being entered into by the parties, all terms & conditions of this document become part of the term of tenancy.*

### PLEASE FILL OUT ALL DETAILS:

If successful I/we agree to pay the following for Charta Management Ltd on the following dates:

- |    |                                   |          |  |
|----|-----------------------------------|----------|--|
| 1. | Equivalent of 2 weeks rent        | \$ _____ | Upon signing tenancy agreement                 |
| 2. | Equivalent of 4 weeks rent (Bond) | \$ _____ | Two weeks prior to commencement of the tenancy |
|    | TOTAL                             | \$ _____ |  |

Amounts above, are to be paid on / prior to due dates using referenced deposit slips supplied, to: ASB 12 3221 0044334 00 Charta Management Ltd Trust A/c

### PERSONAL DETAILS APPLICANT#1

Surname: \_\_\_\_\_  
 First Names: \_\_\_\_\_  
 Known As: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Age: \_\_\_\_\_ Male Female Smoker: Yes / No  
 PH#: mobile: \_\_\_\_\_ Home: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_

### PERSONAL DETAILS APPLICANT#2

Surname: \_\_\_\_\_  
 First Names: \_\_\_\_\_  
 Known As: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Age: \_\_\_\_\_ Male Female Smoker: Yes / No  
 PH#: mobile: \_\_\_\_\_ Home: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_

### NAMES OF ALL PERSONS / DEPENDENTS LIVING WITH YOU (OR GOING TO LIVE IN PROPERTY)

Name: _____	Age: _____	Name: _____	Age: _____
Name: _____	Age: _____	Name: _____	Age: _____
Name: _____	Age: _____	Name: _____	Age: _____
Name: _____	Age: _____	Name: _____	Age: _____

### PETS\*: YES NO

Type/s: \_\_\_\_\_ Age/s: \_\_\_\_\_  
 Type/s: \_\_\_\_\_ Age/s: \_\_\_\_\_

\*No other animal will be allowed at the property at any time\*

### MOTOR VEHICLE PARTICULARS: Will you be parking a vehicle at the premises? Yes No

Only the vehicles listed below are to park on the premises. No trucks or other large vehicles are allowed to park at the premises at any time without PRIOR WRITTEN consent from the Landlord (except to shift furniture at commencement or termination of tenancy or commercial vehicle with delivery of personal furniture to tenants during tenancy).

Reg No: _____	Make: _____	Model: _____	Colour: _____	Year: _____
Reg No: _____	Make: _____	Model: _____	Colour: _____	Year: _____

**EMPLOYER DETAILS:** (accurate employment details are imperative for a tenancy with Charta)

Company: \_\_\_\_\_ Ph: \_\_\_\_\_  
Address: \_\_\_\_\_

Company: \_\_\_\_\_ Ph: \_\_\_\_\_  
Address: \_\_\_\_\_

**PLACE OF EDUCATION IF STUDENT**

Institute: \_\_\_\_\_  
Course Studying: \_\_\_\_\_  
Length of study: \_\_\_\_\_ Date Course Ends: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Position: \_\_\_\_\_ PH# \_\_\_\_\_

**PLACE OF EDUCATION IF STUDENT**

Institute: \_\_\_\_\_  
Course Studying: \_\_\_\_\_  
Length of study: \_\_\_\_\_ Date Course Ends: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Position: \_\_\_\_\_ PH# \_\_\_\_\_

**SOURCE OF INCOME:** (accurate income/benefit details are imperative for a tenancy with Charta)

Source of income: \_\_\_\_\_  
Total Weekly Income: \_\_\_\_\_ WINZ ID# \_\_\_\_\_  
Case Manager: \_\_\_\_\_ PH: \_\_\_\_\_

Source of income: \_\_\_\_\_  
Total Weekly Income: \_\_\_\_\_ WINZ ID# \_\_\_\_\_  
Case Manager: \_\_\_\_\_ PH: \_\_\_\_\_

**CURRENT LANDLORD** (or PREVIOUS if you have lived there less than 3 months)

Name: \_\_\_\_\_ PH: \_\_\_\_\_  
Address: \_\_\_\_\_  
Length of Time: \_\_\_\_\_

**CURRENT LANDLORD** (or PREVIOUS if you have lived there less than 3 months)

Name: \_\_\_\_\_ PH: \_\_\_\_\_  
Address: \_\_\_\_\_  
Length of Time: \_\_\_\_\_

(Please attach all written reference to application. If the period of time you have resided at the property is less than 12 months, please also provide all details of previous residence and landlords to the rental consultant)

**REFERENCE (Not living with you):**

**REFERENCE (Not living with you):**

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Ph: \_\_\_\_\_

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Ph: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Ph: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Ph: \_\_\_\_\_

**Have you, or any person that will reside in, or visit, the premises:**

**Applicant #1      Applicant #2**

1. Had a Court Order or Court Sentence against you?	Yes	No	Yes	No
2. Are on home detention, parole, bail a sentence of supervision any sentence of the court?	Yes	No	Yes	No
3. Been convicted of any drug related offences?	Yes	No	Yes	No
4. Had any conviction due to using any tenancy premises for any unlawful purpose or for any damages to a premise?	Yes	No	Yes	No
5. Been party to any Tenancy Tribunal application / hearing / ruling?	Yes	No	Yes	No
6. Been party to any Tenancy Tribunal mediation process or Court Order?	Yes	No	Yes	No
7. Ever had a tenancy terminated by the Tenancy Tribunal?	Yes	No	Yes	No

No person for the above is to reside / stay at the premises or visit the premises without full **prior** written disclosure to the landlord & **prior** written consent from the landlord.

1. I hereby declare I have read and understand the Application form front and back pages.
2. I have read & understood the Special Covenants & Privacy Act 1993 statement on the back of the page.
3. I have been given & understand my rights under Residential Tenancies Act prior to signing.
4. I hereby declare all information provided on this form is true & correct.

**Applicant #1 signature:** \_\_\_\_\_

**Applicant #2 signature:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Date :** \_\_\_\_\_



**A copy of your Photo Driver's License and Passport  
must be provided with this application as a proof of ID**

**SPECIAL COVENANTS**

1. I solemnly declare that I am not an undischarged bankrupt.
2. I agree that any information obtained about me to be given by the landlord to another landlord or credit bureau or tenant default database.
3. I agree that any information obtained about me may be used to obtain credit check from a credit bureau and a criminal record check to be made with Police.
4. I authorize the landlord to report any breach of Residential Tenancies Act 1985 to a credit bureau or tenant default database and I consent to these details being passed on to another subscriber.
5. I agree that the landlord may use any of the information on this form to enforce any judgement or money order to be obtained against me.
6. I authorize any electric power or gas or telecommunications supplier or Ministry of Housing or Housing NZ or NZ Income support Service or Department of Courts or Postal Service or any person or agency operating under their respective control to give to the landlord any information about my past, present or future address.
7. I authorize the landlord to request from Law Enforcement Authorities information regarding illegal activities or illegal drug activities at the property during the term of the tenancy & disclose this to any interested party.
8. I warrant all particulars on this tenancy application form are true and correct and authorize Charta Management Ltd to provide particulars to anyone who may inquire concerning the above.
9. I authorize the organizations & people detailed above to divulge any information Charta Management Ltd may request.

I make the above authorization irrevocable and hereby appoint Charta Management Ltd as my agent to procure a tenancy at a property managed by Charta Management Ltd.

**PRIVACY ACT 1993 STATEMENT**

*If you do not enter into a tenancy agreement following the completion of this form, the form will be destroyed after 30 days and Charta Management Ltd will not retain the information you have provided. If I rent any property from Charta I agree to this application form being used by Charta for the purpose of renting that property.*

**For the purpose of the Privacy Act 1993:**

- This application form collects personal information about you
- This information is required to:
  1. Assess your eligibility as a tenant; and
  2. Collect information, which would be provided to a tenant default database 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 person who have been found to breach a tenancy agreement or the Residential Tenancies Act 1986 by the Tenancy Tribunal)
- The information in this tenancy application form will, if you enter into a tenancy agreement with us, be held on a database and used by the owner of the rented property.
- The information will also be made available to credit bureau or tenant default databases.
- If you do not supply all the information in this form, you may not be considered as a tenant for any of the properties we administer.
- You have the right to see the information we hold about you and to correct that information in accordance with the Privacy Act.
- You have the right to see the information held about you by any credit bureau or tenant default database and to correct it in accordance with the Privacy Act.
- 

**If you do not enter a tenancy agreement with us, this information will not be retained.**



## Tenant Application Form Additional Details

Please use this page for additional information if required

### PERSONAL DETAILS APPLICANT#3

Surname: \_\_\_\_\_  
 First Names: \_\_\_\_\_  
 Known As: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Age: \_\_\_\_\_ Male Female Smoker: Yes No  
 PH#: mobile: \_\_\_\_\_ Home: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_

### PERSONAL DETAILS APPLICANT#4

Surname: \_\_\_\_\_  
 First Names: \_\_\_\_\_  
 Known As: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 Age: \_\_\_\_\_ Male Female Smoker: Yes No  
 PH#: mobile: \_\_\_\_\_ Home: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_

### NAMES OF ALL PERSONS / DEPENDENTS LIVING WITH YOU (OR GOING TO LIVE IN PROPERTY)

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

**PETS\*:** YES NO

Type/s: \_\_\_\_\_ Age/s: \_\_\_\_\_

\*No other animal will be allowed at the property at any time\*

### **MOTOR VEHICLE PARTICULARS:** Will you be parking a vehicle at the premises? Yes/No

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 Course Studying: \_\_\_\_\_  
 Length of study: \_\_\_\_\_ Date Course Ends: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Position: \_\_\_\_\_ PH# \_\_\_\_\_

### PLACE OF EDUCATION IF STUDENT

Institute: \_\_\_\_\_  
 Course Studying: \_\_\_\_\_  
 Length of study: \_\_\_\_\_ Date Course Ends: \_\_\_\_\_  
 Address: \_\_\_\_\_  
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 Position: \_\_\_\_\_ PH# \_\_\_\_\_

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 Total Weekly Income: \_\_\_\_\_ WINZ ID# \_\_\_\_\_  
 Case Manager: \_\_\_\_\_ PH: \_\_\_\_\_

Additional details continued...

**CURRENT LANDLORD** (or PREVIOUS if you have lived there less than 3 months)

**CURRENT LANDLORD** (or PREVIOUS if you have lived there less than 3 months)

Name: \_\_\_\_\_ PH: \_\_\_\_\_

Name: \_\_\_\_\_ PH: \_\_\_\_\_

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

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

Length of Time: \_\_\_\_\_

Length of Time: \_\_\_\_\_

(Please attach all written reference to application. If the period of time you have resided at the property is less than 12 months, please also provide all details of previous residence and landlords to the rental consultant)

**REFERENCE (Not living with you):**

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1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Ph: \_\_\_\_\_

Ph: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

Ph: \_\_\_\_\_

Ph: \_\_\_\_\_

**Have you, or any person that will reside in, or visit, the premises:**

**Applicant #3**

**Applicant #4**

	Yes	No	Yes	No
1. Had a Court Order or Court Sentence against you?				
2. Are on home detention, parole, bail a sentence of supervision any sentence of the court?				
3. Been convicted of any drug related offences?				
4. Had any conviction due to using any tenancy premises for any unlawful purpose or for any damages to a premise?				
5. Been party to any Tenancy Tribunal application / hearing / ruling?				
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- 3. I have been given & understand my rights under Residential Tenancies Act prior to signing.
- 4. I hereby declare all information provided on this form is true & correct.

**Applicant #3 signature:** \_\_\_\_\_

**Applicant #4 signature:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Date :** \_\_\_\_\_