

**Return by fax to: 378 9381**

**EACH APPLICANT MUST FILL IN A SEPARATE APPLICATION FORM**  
**PLEASE COMPLETE BOTH SIDES OF THIS FORM IN FULL**



**ADDRESS OF PROPERTY YOU WOULD LIKE TO RENT:**

DATE YOU WOULD LIKE TO MOVE IN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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**PERSONAL DETAILS:** MR / MISS / MRS / MS / DR SURNAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

KNOWN NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PHONE NO: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

EMAIL : \_\_\_\_\_ COUNTRY OF ORIGIN: \_\_\_\_\_

CAR REG NO: \_\_\_\_\_ LICENSE/ID NO: \_\_\_\_\_

CAR MAKE/MODEL \_\_\_\_\_ VERSION NO: \_\_\_\_\_

(Found at 5b on the front of your licence)

BENEFICIARY NZISS CARD NUMBER: \_\_\_\_\_ PASSPORT NUMBER: \_\_\_\_\_

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**EMPLOYMENT DETAILS**

OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ TIME EMPLOYED: \_\_\_\_\_

PAYROLL OFFICER/CONTACT: \_\_\_\_\_ PH NO: \_\_\_\_\_

SALARY/WAGE IN HAND \$ \_\_\_\_\_ per week/fortnight/month (please circle one)

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**CURRENT LANDLORD NAME OF LANDLORD:** \_\_\_\_\_

CURRENT RENT \$ \_\_\_\_\_ per week CURRENT BOND AMOUNT \$ \_\_\_\_\_

LLd Ph No: WK \_\_\_\_\_ AH \_\_\_\_\_ DATE MOVED IN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

WHY ARE YOU MOVING? \_\_\_\_\_

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**PREVIOUS LANDLORD DETAILS**

1. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS OF PROPERTY YOU RENTED: \_\_\_\_\_

TENANCY START: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TENANCY END: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ WEEKLY RENT PAID: \$ \_\_\_\_\_

REASON TENANCY ENDED: \_\_\_\_\_

2. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS OF PROPERTY YOU RENTED: \_\_\_\_\_

TENANCY START: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TENANCY END: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ WEEKLY RENT PAID: \$ \_\_\_\_\_

REASON TENANCY ENDED: \_\_\_\_\_

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**OTHER DETAILS**

ANY PETS? YES / NO - IF YES, PLEASE SPECIFY: \_\_\_\_\_

ANY SMOKERS? YES / NO - IF YES, HOW MANY: \_\_\_\_\_

**OTHER PERSONS SHARING THE HOUSE/FLAT:**

ADULTS NAMES: (1) \_\_\_\_\_ PHONE NO: \_\_\_\_\_

(2) \_\_\_\_\_ PHONE NO: \_\_\_\_\_

(3) \_\_\_\_\_ PHONE NO: \_\_\_\_\_

CHILDRENS NAMES: (1) \_\_\_\_\_ AGE: \_\_\_\_\_

(2) \_\_\_\_\_ AGE: \_\_\_\_\_

(3) \_\_\_\_\_ AGE: \_\_\_\_\_

**PERSONAL REFERENCES**

NAMES OF 2 CHARACTER REFERENCES: (N.B - NO FAMILY PLEASE)

(1) \_\_\_\_\_ PHONE NO: WK \_\_\_\_\_ AH \_\_\_\_\_

(2) \_\_\_\_\_ PHONE NO: WK \_\_\_\_\_ AH \_\_\_\_\_

**NEXT OF KIN LIVING IN NEW ZEALAND (this must be completed for use in case of emergency):**

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**HAVE YOU EVER HAD BEEN TO A MEDIATION, TENANCY TRIBUNAL OR OTHER COURT MEETING DUE TO A TENANCY MATTER. HAVE YOU EVER HAD A TENANCY TERMINATED BY THE TENANCY TRIBUNAL AND/OR BEEN EVICTED FROM ANY PROPERTY? Please give details:** \_\_\_\_\_

**PLEASE READ CAREFULLY**

(1) I certify that the information I have supplied in this application are true and correct in all respects and I authorise Ottow Burke & Associates Ltd to use this information to contact referees and conduct necessary enquiries to establish my credit worthiness.

(2) I agree to pay any Real Estate Agents letting fee of 1 week rent plus GST if applicable to this application.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE NOTE: IF ANY INFORMATION IS NOT COMPLETED ON THIS FORM IT MAY AFFECT YOUR APPLICATION. PLEASE ENSURE THAT YOU COMPLETE BOTH SIDES OF THIS APPLICATION IN FULL.**

**PLEASE FAX THIS FORM BACK TO 378-9381 WITH A COPY OF YOUR PHOTO IDENTIFICATION IE: PASSPORT, DRIVERS LICENCE, STUDENT ID**