

Ray White - McPherson Property Management Tenancy Application Process

Step 1 - Filling in the application form

- One application form must be completed for each person over the age of 18 years who will be living at the property
- Please complete the application form in full
- Each application must be accompanied by at least 1 photo form of id (preferably New Zealand drivers license or passport)

Step 2 - Submitting the application forms

- Bring the application form as well as your photo id to our office located at 14 Lowe St
- You are required to pay a holding fee (equivalent to 1 weeks rent) when submitting your application. This can be paid by eftpos only. For more information on the holding fee see page 6 of this application form.

Step 3 - What happens next

- Once the applications are completed in full, photo id has been provided and the holding fee paid your application will be given to the property manager of the property to process
- Processing your application can take up to 3 working days depending on availability of references and the owner of the property; however we endeavor to complete this as soon as we possibly can.
- Once all applications have been processed the Property Manager will call you to notify you if you have been successful or unsuccessful
- If your application is successful we will arrange a time for all parties going on the Tenancy Agreement to come to the office to sign the Tenancy documents. Please allow up to 1 hour.
- If your application is unsuccessful your holding fee will be refunded. If you would like this refund deposited directly into your bank account please provide your bank account number below. Alternatively you can come into the office and the refund can be processed directly onto your debit card.

_____ - _____ - _____ - _____

• Tenancy Application Form



Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of Property:			
Lease commencement date:		Lease term:	
Rent per week:	Rent payments to be made: Weekly / Fortnightly / Monthly	Day/Date:	
Names of all other occupants for the property:			
Names and ages of any children to occupy the property:			

PETS

Do you have or are you getting any pets:	Y / N	Type of pet:
Breed of pet/s:	Name of pet/s:	
De-sexed: Y / N	Age:	CCC Rego Number:

PERSONAL DETAILS

Given Name(s):	Surname:	
Current Address:		
Previous Address:		
Home Phone:	Work Phone:	
Mobile:	Fax:	
Email:	Date of Birth:	
Vehicle Make & Model:	Vehicle Registration:	
Drivers Licence No:	Version (5b):	Drivers Licence Country/State:
Passport No:	Passport Country:	
Do you hold a gun license: Y / N	Gun license number:	
Number of guns to be kept at the property:	Super Gold Card Number:	
Are you a New Zealand Citizen/Resident: Y / N (if you answered no to this question please bring your visa to accompany this application)		

NEXT OF KIN – Must be a New Zealand contact, not living at the same property

Given Name(s):		Surname:	
Relationship:			
Address:			
Phone:	Mobile:	Email:	
Additional address for service:			

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

PREVIOUS RENTAL HISTORY 1

Previous Address:			
Length of time at above address:	From	to	Rent Paid:
Name of Landlord / Agent:	Phone:		
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If No, please specify reasons why:			

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:			
Length of time at above address:	From	to	Rent Paid:
Name of Landlord / Agent:	Phone:		
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If No, please specify reasons why:			

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

RAY WHITE CONNECT – FREE SERVICE

To save you time when you're moving house, Ray White can assist you by arranging your utility connections, discounts on your insurance.

It's a FREE service and there's NO obligation. Please tick the box below if you would like Ray White Connect, Ray White Insurance to call you and explain how the service works.

Yes, I would like to be contacted by Ray White Connect, Ray White Insurance.

Ray White Connect:

Phone: 0800 451 631

Email: contact@connectnow.co.nz

Fax: 0800 450 972

Web: www.raywhiteconnect.co.nz

Ray White Connect will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Ray White Connect may be accessed by contacting them on the contact details above. While the Ray White Connect service is FREE, normal service provider fees or bonds may apply for utility connections.

DECLARATION

I, the Applicant, hereby offer to rent the property from the Ray White A J McPherson and Associates Ltd as agent for the owner of the property under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$	rent per week, or \$	rent per calendar month
First payment of rent in advance:		\$
Rental Bond		\$
Letting Fee		\$
Subtotal		\$
Less Holding Deposit/Fee (if applicable):		\$
Amount payable upon signing Tenancy Agreement:		\$

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name

Signature

Date

WHAT HAPPENS TO YOUR HOLDING FEE?

- If your application is **successful** the holding fee will be credited to towards your first two weeks rent .You will then need to make an appointment to complete a Tenancy Agreement with the property manager.
- Upon signing a tenancy agreement a letting fee of one weeks rent plus GST will be payable.
- If your application is **unsuccessful or you wish to withdraw your application** (before you have been accepted only) the money is refunded in full upon the production of the receipt given at the time of payment.
- If you are offered the property and then **change your mind** that you do not want to take the property any more, then this money is not refunded to you. So please be sure you want to apply.

All completed forms need to be brought to our office where the Holding fee must be paid by Eftpos.

We are located at 14 Lowe St, Tower Junction (behind Horncastle Homes – Map on next page)

Phone – 343 3206

Fax – 341 6571

E-mail – rrental.mg@xtra.co.nz

Super Gold Card Holders

Ray White – A. J. McPherson & Associates will offer a 10% discount on letting fees for all Super Gold Card holders upon presentation of their card.

