



Copy to Applicant Yes / No
Receipt No.....

STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PREMISES

This document is not a residential tenancy agreement and does not grant any right to occupy the Premises

INFORMATION FROM APPLICANT

Applicant: Mr/Mrs/Ms..... Telephone.....

Applicant: Mr/Mrs/Ms..... Telephone.....

Applicant: Mr/Mrs/Ms..... Telephone.....
Surname First Name Middle Name

TENANCY DETAILS

1. Premises.....

2. The tenancy is required for a period ofmonths From To

3. At a rental of \$.....

4. Total number of persons to occupy Premises Adults Children
Ages Ages

5. Pets - Type of Pet Breed..... Number Age
Type of Pet Breed..... Number Age

6. Do you intend applying for a Ministry of Housing Bond? Yes No
If yes, \$..... Branch

7. Option Fee \$.....

8. If offer accepted, Period of Option: business days from acceptance of Application (see item 30)

AMOUNTS PAYABLE (if option exercised and lease entered into)

9. Security deposit bond of \$.....

10. Pet bond (if applicable) \$.....

11. Initial rent to/...../..... \$.....

12. Rent paid to/...../..... \$.....

13. Letting Fee of \$.....

14. Stamp Duty (plus duplicate) of \$.....

15. Other \$.....

16. Total due \$.....

Option Fee (payable on application) (\$.....)

17. BALANCE OWING (cash or financial institution cheque only) \$.....

CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER

- 18. The amounts referred to in Items 9 to 17 are payable upon the Applicant signing the Lease and/or prior to taking possession of the Premises.
- 19. The Applicant will not be entitled to occupation of the Premises until:
 - (i) vacant possession is provided by the current occupant of the Premises;
 - (ii) the Lease is signed by the Applicant; and
 - (iii) the payment of all monies due to be paid by the Applicant being paid by the Applicant prior to occupation of the Premises.
- 20. The persons comprising the Applicant are over the age of 18 years, none are bankrupt and they each declare that all of the information supplied in the Applicant's Particulars are true and correct and are not misleading in any way.
- 21. The Applicant acknowledges having inspected the Premises and if the Option is exercised, will accept possession of the Premises in the condition as at the date of inspection.
- 22. Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease shall be the "REIWA Standard Residential Property Lease", including any special conditions included and/or attached to this Application and the payment of all monies referred to in items 9 to 17.
- 23. The Applicant agrees to pay the rent one period in advance except for the first two weeks rent, and to pay the letting fee to the maximum amount allowable pursuant to Section 27 of the Residential Tenancies Act 1987.
- 24. The Applicant acknowledges that they are responsible for their own contents. The Applicant should arrange their own insurance to cover their own contents and determine if the insurer covers damage to Premises caused by a waterbed or the escape of water from a waterbed.
- 25. The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
- 26. All acts and things which the Owner is required or empowered to do may be done by the Lessor or their appointed Managing Agent. Notices to the Owner must be served on the Managing Agent unless otherwise directed by the Owner.
- 27. The Applicant makes this Application and Offer jointly and severally. Service of any notice to any one Applicant shall be deemed to be service on them all.

PRIVACY

The Applicant

- 28. agrees that for the purpose of this Application, the Owner/Managing Agent may make enquiries of the persons given as referees by the Applicant, and also make enquiries of such other persons or agencies as the Owner may see fit.
- 29. The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting

.....at

The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

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OFFER OF OPTION TO OWNER

- 30. The Applicant offers to the Owner an Option to lease the Premises. The Option to lease is created by the Owner's notification to the Applicant whether in writing or not that the Application and Offer is accepted by the Owner. The Option Fee payable with this Application and Offer, shall be the amount referred to in item 7. The period of the Option shall commence from and include the date of the acceptance of the Application by the Owner and continues for the number of business days referred to in item 8, or if none, then by 4pm two business days after the acceptance of the Application and Offer.
- 31. The Option is exercised by the Applicant either:
 - (i) executing the Lease; or
 - (ii) taking possession of the Property with the Owner's consent; or
 - (iii) giving a notice in writing to the Owner exercising the Option;
 whichever occurs first.
- 32. If the Option is exercised by the Applicant, then the Option Fee paid is credited to the rental payable pursuant to the Lease. If not exercised, then the Option Fee is the property of the Owner pursuant to section 27(2)(a) of the Residential Tenancies Act 1987.
- 33. The Applicant encloses with this Application an Option Fee for the sum referred to in Item 7. It is agreed that the acceptance of this Application is subject to the approval of the Owner in the Owner's absolute discretion. The Applicant UNDERSTANDS THAT WITHDRAWAL AFTER ACCEPTANCE OF THE APPLICATION AND OFFER WILL RESULT IN FORFEITURE OF THE OPTION FEE.

[] initials

34. FIRST APPLICANT' S PARTICULARS

Name
(SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth

Driver' s Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Smoker Yes / No

Personal References a).....
NAME TELEPHONE

b).....
NAME TELEPHONE

(i) Name of current owner or managing agent to whom rent is paid
 Address
 Phone No
 Rental Paid \$..... Period rented From To
 Reasons why leaving

(ii) Previous address of Applicant
 Name of previous owner or managing agent to whom rent was paid
 Address
 Phone No
 Rental Paid \$..... Period rented From To
 Reasons why leaving

(iii) Occupation
 Employer Period of employment
 Phone No Wage \$.....
 If less than 12 months, name and address of previous employer.....

(iv) Next of Kin (name and address and telephone)
 First person.....
NAME ADDRESS TELEPHONE
 Second person.....
NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone)
 First person.....
NAME ADDRESS TELEPHONE
 Second person.....
NAME ADDRESS TELEPHONE

35. SECOND APPLICANT'S PARTICULARS

Name
(SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth

Driver' s Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Smoker Yes / No

Personal References a).....
NAME TELEPHONE

b).....
NAME TELEPHONE

(i) Name of current owner or managing agent to whom rent is paid
 Address
 Phone No
 Rental Paid \$..... Period rented From To.....
 Reasons why leaving

(ii) Previous address of Applicant
 Name of previous owner or managing agent to whom rent was paid
 Address
 Phone No
 Rental Paid \$..... Period rented From To.....
 Reasons why leaving

(iii) Occupation
 Employer Period of employment
 Phone No Wage \$.....
 If less than 12 months, name and address of previous employer.....

(iv) Next of Kin (name and address and telephone)
 First person.....
NAME ADDRESS TELEPHONE
 Second person.....
NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone)
 First person.....
NAME ADDRESS TELEPHONE
 Second person.....
NAME ADDRESS TELEPHONE

36. **THIRD APPLICANT'S PARTICULARS**

Name
(SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth

Driver' s Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Smoker Yes / No

Personal References a).....
NAME TELEPHONE

b).....
NAME TELEPHONE

(i) Name of current owner or managing agent to whom rent is paid
Address
Phone No
Rental Paid \$..... Period rented From To.....
Reasons why leaving

(ii) Previous address of Applicant
Name of previous owner or managing agent to whom rent was paid
Address
Phone No
Rental Paid \$..... Period rented From To.....
Reasons why leaving

(iii) Occupation
Employer Period of employment
Phone No Wage \$.....
If less than 12 months, name and address of previous employer.....

(iv) Next of Kin (name and address and telephone)
First person.....
NAME ADDRESS TELEPHONE
Second person.....
NAME ADDRESS TELEPHONE
Emergency Contact (name and address and telephone)
First person.....
NAME ADDRESS TELEPHONE
Second person.....
NAME ADDRESS TELEPHONE

(This page is not part of the Application)

OFFICE ONLY

Premises.....

Owner

Applicant.....

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Current Managing Agent/Owner report including details of any breaches.....

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Previous Managing Agent/Owner report including details of any breaches.....

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Pets: Yes/No Type and Number of Pets

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Gardens comments.....

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Pool/spa comments.....

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Tenancy Database

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If Applicant(s) is a new resident two work references from:

Copies sighted/...../.....

Employer phoned/...../..... spoke to

Occupation confirmed temporary part-time permanent

Applicant(s) employed since/...../.....

Applicant(s) accepted by/...../.....

Reference check

Owner's Comments.....

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Date of Owner's Approval/Rejection.....

Date Option granted to Applicant Date Option expires.....