



Icon Security Group Limited
Tenant Screening Division
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PRE-TENANCY APPLICATION FORM

Applicant is to complete this form for the purpose of assessing their eligibility as a tenant at the below address.

Applicant, please note that your privacy is protected under the Privacy Act 1993.

Tenancy details		
Property address of proposed tenancy:		
Name of prospective landlord:		
Proposed commencement of tenancy:		
Applicant details (Please write clearly)		
Full name:		
Are you known by another name:		
Date of Birth:	Gender (please tick):	Male <input type="checkbox"/> Female <input type="checkbox"/>
Contact phone number:	Mobile phone:	
Email:		
Current physical address:		
How long have you lived there?	Years:	Months:
Please state why you are leaving this address:		
Did you rent at this address? Yes / No (please circle)		
Current Employer:	Phone number:	
Number of intended occupants: Adults:	Children:	
Pets (if dogs, please state breed):		
Identification - Please provide photo identification, such as your driver's licence or passport.		
Driver's licence No.:		
Passport No.:		
Car/vehicle registration number:	Colour of vehicle:	
Alternative form of ID:		



Current or most recent landlord's details (if applicable): If you are currently renting, please provide your landlord's name and contact details	
Landlord's name:	
Phone number:	Mobile phone:
Do I have your permission to contact this person for a reference? Yes / No (please circle)	
Verbal Referees – Please provide two referees that can be contacted by telephone Please let these people know that they may be contacted for a verbal character reference.	
Referees cannot be a relative or people you intend to have living with you. They cannot live at the same address, must be over 18 years of age and have known you for at least 12 months. If you have already provided your current landlord's details, only one additional referee is needed.	
1. Referee name:	
Phone number:	Mobile phone:
Email:	
2. Referee name:	
Phone number:	Mobile phone:
Email:	
Legal & Credit information	
Have you ever been convicted of any offence that is not concealed by the Criminal Records (Clean Slate) Act 2004? Yes / No (please circle) If yes, please give accurate details: _____ _____	
The Criminal Records Clean Slate Act 2004 deems you to have no conviction if: <ul style="list-style-type: none">• You have had no conviction in the last 7 years, and;• You have never been sentenced to a custodial sentence (imprisonment, corrective training, borstal, home detention), and;• You have never been ordered by a Court during a criminal case to be detained in a hospital due to a mental condition instead of being sentenced, and;• You have not been convicted of one of the "specified sentences" in the Act (e.g. sexual offending against children and young people or the mentally ill), and;• You have paid in full any fine, reparation or costs ordered by a Court in a criminal case, and;• You have never been indefinitely disqualified from driving.	
Have you currently any of the following lodged against your name? Yes / No (please circle) <ul style="list-style-type: none">• Payment defaults• Collection actions;• Court judgments;• Insolvencies• Bankruptcies or other public notices If yes, please give details:	



Prospective Landlord – please tick the checks required in the table below

The applicant must read, sign and date this form before any checks can commence.

- We strongly recommend the Basic check (Reference and Credit) as the minimum.
- The Comprehensive check (Reference, Credit and additional database checks) may provide additional information if there has been any Tenancy Tribunal activity or adverse feedback from previous landlords.
- Criminal History check can take up to 15 business days to process.

Authorisation/Declaration - Privacy Act 1993 Statement

I, (applicant’s full name): _____

have read and understood this application form. I declare that to the best of my knowledge the answers to the questions in this application form are correct.

- Credit history** - I consent to the prospective landlord and/or ICON SECURITY GROUP LTD conducting a credit history check.
My date of birth is _____
- Reference checks** - I further consent to the prospective landlord and/or ICON SECURITY GROUP LTD seeking verbal or written information on a confidential basis about me from my previous landlord, character referees (if applicable), and authorise the information sought to be released by them to the prospective landlord and/or ICON SECURITY GROUP LTD for the purposes of ascertaining my suitability for the tenancy for which I am applying. I understand that my current employer may be contacted to verify my employment.

I understand that the Reference information received by the prospective landlord and/or ICON SECURITY GROUP LTD is supplied in confidence as evaluative material and will not be disclosed to me.

- Ministry of Justice Tenancy Tribunal/TINZ Database** – I also consent for you to conduct this search. This search will simultaneously check for matches against the Ministry of Justice Tenancy Tribunal website, and a full check of the TINZ system for tenant ratings, 10 day notices issued to tenants and Tenancy Tribunal orders uploaded by TINZ members and any debt collection on [The C.I.A. Debt Recovery Group Ltd](#) database.
- Criminal history** (If applicable) - I also consent for a **Criminal history** check to be conducted via the Ministry of Justice (I have completed the separate Priv/F2 form).

TENANTS - By completing this form, you agree that your personal details, and an assessment regarding your fulfillment of basic tenant responsibilities (i.e. pay the rent, keep the dwelling and grounds tidy, be considerate of neighbours, leave the dwelling and grounds tidy) may be added to a internet based tenant website, accessible by members (comprising of other property managers and landlords) on a subscription basis. This assessment can only be used for the purpose of evaluating you for future tenancies. **Under the Privacy Act 1993 you have the right to see the information held about you by any credit bureau or tenant database, and to correct it in accordance with the Privacy Act.**

If you wish to view any information TINZ (Tenancy Information NZ Limited) hold about you, send your request to: Tenancy Information. N.Z. Ltd, P O Box 105524, Auckland City, New Zealand.

Signed by (prospective landlord).....Date:.....

Signed by (Tenant).....Date:.....