

Community housing pre-tenancy application form

Please complete this form to apply for community housing tenancy with Southland District Council. The information you provide is for applying for this tenancy and may be used for a credit and reference check. Your privacy is protected under the Privacy Act 2020.

TENANCY DETAILS	
Requested location	
Requested commencement of tenancy – date	

APPLICANT DETAILS				
Title		Date of birth		
Full name(s)				
Phone number		Mobile number		
Email				
Current address				
How long have you lived there	Years		Months	
Please state why you are leaving this address				
Do you own property	Yes	No		
Please state any special requirements – hand rail, ramp, toilet access or other facility				

IDENTIFICATION			
Please provide photo identification, such as your driver's licence – please note provision of this number is voluntary and will only be used to verify your identity and for carrying out a credit check			
Driver's licence number		Version (if applicable)	
Alternative form of ID			

CURRENT LANDLORD'S DETAILS			
If you are currently renting, please provide your landlord's name and contact details.			
Landlord's name			
Phone number		Mobile number	
Email			

REFERENCES			
<p>Please provide two referees that can be contacted.</p> <p>Referees can be a friend, co-worker, your employer or someone who knows you well.</p> <p>One of your referees should be able to provide a reference about your creditworthiness. If you have already provided your current landlord's details, only one additional reference is needed. Please let these people know they may be contacted for a reference.</p>			
Referee name 1		Phone	
Email			
Referee name 2		Phone	
Email			
SIGNATURE			
<p>If I become a preferred applicant, I authorise Council to</p> <ul style="list-style-type: none"> - contact other parties as stated on this application - undertake a criminal record check - collect, retain and use this information for the purpose of assessing my creditworthiness and suitability for the tenancy and disclose information about me, whether collected from me directly or from any other source, to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit report (which will involve the credit reporting agency providing information about me to Council) <p>I understand that the credit reporting agency</p> <ul style="list-style-type: none"> - may hold my information on their credit reporting database and use it for providing credit reporting services, and they may disclose my information to their subscribers for the purpose of credit checking or debt collection; and - as part of providing a credit report, may check Ministry of Justice fines database for any overdue fines I may have. <p>I understand that I may be required to undertake an assessment of independent living from a health professional to assure the health and safety of myself and others while residing in the community villages.</p> <p>I understand that there will be a bond and two weeks' rent in advance to be paid prior to the commencement of a tenancy. (If required, information for agencies who may supply support will be provided)</p>			
Signed		Date signed	
<p>Under the Privacy Act 2020, you have the right to ask for a copy of all information held about you, and have the right to request the correction of any incorrect information</p>			

The completed application may be lodged by returning to any Southland District Council office, email to sdcsouthlanddc.govt.nz or posting to Southland District Council, PO Box 903, Invercargill 9840.