



# Mana Property Management Ltd

Discerning Landlords, Superior Properties, Quality Tenants

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## **GUARANTOR APPLICATION FORM** - submit to [tenants@manaproperty.co.nz](mailto:tenants@manaproperty.co.nz)

Rental being Applied For: \_\_\_\_\_ (Service address 1)

Date of Birth: \_\_\_\_\_ Do you own your own home? \_\_\_\_\_

Full Name incl. Maiden & aka: \_\_\_\_\_

Your Phone no's: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

Additional Service addresses:

Present Address \_\_\_\_\_ (Service address 2)

PO Box: \_\_\_\_\_

Drivers license no. (5a) \_\_\_\_\_ : (5b) \_\_\_\_\_

Vehicle REG NO: \_\_\_\_\_ Who owns it: \_\_\_\_\_

Make and Model: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Annual Gross Income: \$ \_\_\_\_\_

A guarantor is responsible for all aspects of the tenancy jointly and severally with the tenants. This includes but is not limited to Rent, Bond, cleaning, repairs, interference with the quiet enjoyment of the neighbours etc.

Intended occupants: (Need own application form):

By completing this Application Form you agree to the collection, use and disclosure of Personal Information in accordance with this Privacy Statement. Personal Information includes any information that identifies you or another person, that you provide, or have provided, to us or authorise us to collect at any time (including default information and updated information). This Privacy Statement does not limit our rights and obligations under the Privacy Act 1993.

If you provide to us, or authorise us to collect, Personal Information about a third party (such as a guarantor), you confirm that that the relevant person has authorised us to collect, use and disclose their Personal Information in accordance with this Privacy Statement and that you have informed them about their rights to access their Personal Information set out below.

It is not mandatory to provide us, or authorise us to collect, Personal Information. However, if you do not do so, it is likely to affect our assessment of your tenancy application.

We may collect and use Personal Information to: (a) assess your suitability for a tenancy, including assessing your and your guarantor's creditworthiness and reference checking; (b) manage and monitor your tenancy (if your application is approved); (c) collect any amounts that you owe to us and/or enforce any Tenancy Tribunal order.

We may use the services of, or provide services to, Dun & Bradstreet (New Zealand) Limited (D&B) (and any other credit reporter and/or debt collection agency), Tenancy Information New Zealand Limited (TINZ) and their respective related companies (together Authorised Agencies). We may collect Personal Information from, and disclose Personal Information to, Authorised Agencies for any of the purposes described in this Privacy Statement and we may authorise Authorised Agencies to hold, use and disclose Personal Information for the purpose of providing their (or other Authorised Agencies') services to us and to other clients. You agree that, subject to applicable laws, Authorised Agencies may use and disclose Personal Information to provide marketing services to their clients and Authorised Agencies and their clients may communicate with you (including by electronic means) about services and offers that they think may be of interest to you.

Personal Information will be held by us at Level 1, 365 Princes St, Dunedin. You have the right to access and request correction of your Personal Information by contacting us at [tenants@manaproperty.co.nz](mailto:tenants@manaproperty.co.nz).

I confirm that all of the information I have provided to you is accurate, complete and not misleading and I have read, understood and agree to the Privacy Statement set out above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_