

# Application Form

## Long Term Accommodation

Please ensure you complete ALL areas of your Application Form. 😊

### APPLICANT 1

#### Personal Details

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_ / \_\_\_ / \_\_\_\_\_

Male     Female

Nationality \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Contact Number \_\_\_\_\_

E-mail \_\_\_\_\_

Do you have any criminal convictions?

If yes, please provide more details below

No     Yes

\_\_\_\_\_

Do you give consent to a background check if

required? If No please provide details below

No     Yes

\_\_\_\_\_

Do you smoke?  No     Yes

Do you have any medical conditions?

No     Yes \_\_\_\_\_

### APPLICANT 2 (If required)

#### Personal Details

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_ / \_\_\_ / \_\_\_\_\_

Male     Female

Nationality \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_

Contact Number \_\_\_\_\_

E-mail \_\_\_\_\_

Do you have any criminal convictions?

If yes, please provide more details below

No     Yes

\_\_\_\_\_

Do you give consent to a background check if

required? If No please provide details below

No     Yes

\_\_\_\_\_

Do you smoke?  No     Yes

Do you have any medical conditions?

No     Yes \_\_\_\_\_

## APPLICANT 1

### Employment / Study Details

Are you currently working?

Yes Employer \_\_\_\_\_  
Occupation \_\_\_\_\_

No What is your source of income?  
\_\_\_\_\_

Are you / will you be studying in Palmerston North?

Yes Institute \_\_\_\_\_  
Course \_\_\_\_\_

No

### Residential History

Have you previously rented in NZ?

- Yes
- No, please select reason below:
- Moving to NZ for the first time
  - Moving out of family home
  - Other \_\_\_\_\_

### References

Please provide two rental / character references **EXCLUDING** friends and family members. Preferred references include previous landlords or proof of academic study (such as Massey, UCOL, ETC etc).

## APPLICANT 1

### Referee 1 (Ex-landlord)

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Contact No. \_\_\_\_\_

### Referee 2 (Current Boss)

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Contact No. \_\_\_\_\_

## APPLICANT 2

### Employment / Study Details

Are you currently working?

Yes Employer \_\_\_\_\_  
Occupation \_\_\_\_\_

No What is your source of income?  
\_\_\_\_\_

Are you / will you be studying in Palmerston North?

Yes Institute \_\_\_\_\_  
Course \_\_\_\_\_

No

### Residential History

Have you previously rented in NZ?

- Yes
- No, please select reason below:
- Moving to NZ for the first time
  - Moving out of family home
  - Other \_\_\_\_\_

## APPLICANT 2

### Referee 1 (Ex-landlord)

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Contact No. \_\_\_\_\_

### Referee 2 (Current Boss)

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Contact No. \_\_\_\_\_

**Referee 3 (Friend)**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Contact No. \_\_\_\_\_

**Referee 3 (Friend)**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Contact No. \_\_\_\_\_

**Accommodation Options**

*All rates quoted are based on a minimum stay of 28 nights.*

**Note:** The price encompasses the costs of electricity, gas, water, and internet usage, all of which are separately allocated to each individual room.

**Long Term Accommodation Rates (1-3months)**

*(Please tick your preferred option)*

- Single Room (1 person only) - **\$350pw**
- Premier Single Room (1 person only) - **\$375pw**
- Premier Single Room (2 people only) - **\$420pw**
- Double Room (1-2 people only) - **\$560pw**

**Long Term Accommodation Rates (> 3months)**

*(Please tick your preferred option)*

- Single Room (1 person only) - **\$250pw**
- Premier Single Room (1 person only) - **\$275pw**
- Premier Single Room (2 people only) - **\$315pw**
- Double Room (1-2 people only) - **\$410pw**

**Extra Optional Weekly Costs**

- Car park **\$15 per week** or **\$5 per night** (Please check availability)
- 

**Stay Information**

Arrival Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Departure Date \_\_\_\_/\_\_\_\_/\_\_\_\_ **OR** Approx. length of stay \_\_\_\_\_

**Total Move in Costs** (Please complete)

Upon moving in we require a total of 4x your weekly rent

\$\_\_\_\_\_ **Rent In Advance** (1x week)

\$\_\_\_\_\_ **Bond** (4x week) 4 weeks bond is completely refundable if rent is up to date, room is clean, tidy and free of damage.

\$\_\_\_\_\_ **Total** move in costs

## Airport Transportation

- Palmerston North Airport Shuttle Transport Service: \$50 per trip (up to 2 passengers per fee)

The number of passengers: \_\_\_\_\_

### **APPLICANT: Please read and sign this declaration:**

I declare that to the best of my knowledge the information supplied in this application is correct and true, I accept the **Terms & Conditions** that have been included in this application, and I understand that if any false or deliberately misleading information is given, or any material facts suppressed, I will not be accepted as a tenant, or if already a tenant, may be evicted from the premises. I also understand that I may be requested to pay a deposit of two weeks' rent to at PALM HOSTEL and that this deposit is non-refundable if my reservation is cancelled within 28 nights of the original arrival date.

**Applicant 1 Print Name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Photo I.D (Driver's license, passport, or 18+ card)

Yes

**Applicant 2 Print Name:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Photo I.D (Driver's license, passport, or 18+ card)

Yes

Once you've filled out the form, kindly send it to [booking@palmaccommodation.co.nz](mailto:booking@palmaccommodation.co.nz) via email, or you can also submit it to the onsite manager in person.

Thank you for choosing Palm Accommodation. 

## Terms and Conditions

### Tenant's responsibilities

1. Pay the rent on time.
2. Keep the boarding room reasonably clean and tidy and notify the landlord as soon as any repairs are needed. You may not withhold rent if you cannot get repairs done.
3. Use the premises principally for residential purposes.
4. Not damage or permit damage to the premises and inform the landlord of any damage.
5. Not disturb the neighbors or the landlord's other tenants.
6. Not alter the boarding house or room without the landlord's written consent.
7. Observe the house rules.
8. No pets, no smoking, no vaping, no party, and no overnight visitors.
9. Not use the room and premises for any unlawful purpose.
10. Clean the room and take out your trash and belongings when your lease ends.
11. Return all keys and items provided with the rental to the landlord at the end of your stay.
12. Each room gets a 150-unit monthly electricity credit, and if you use more, you'll need to pay the excess at the current rate (verify with the site manager).

### Noise

1. You and your guests are both expected to avoid generating excessive noise within the house. Please ensure that noise levels are kept to a minimum, particularly **after 10pm**.

### Offensive Behaviours and Material

1. Please be mindful of the communal nature of residential environments. Behaviours such as excessive drinking, threats, or unruliness are not tolerated within the residence.

### Inspection

1. The landlord reserves the right to perform a thorough monthly inspection of your room with you permission.
2. Prior to signing the Tenancy Agreement, it is crucial that you concur with its contents.
3. The inspection report's findings will be used for reevaluating the condition of your room when you move out, influencing the partial or full refund of your security deposit.

### Insurance

1. We strongly recommend that all residents secure appropriate insurance coverage for their personal belongings and effects.
2. Please be aware that the landlord is not liable for any loss or damage to individual property, whether caused by fire or any other means.

### Electrical Appliances

1. Please be aware that power outlets in the bedrooms are not designed to handle heavy loads, and their misuse could result in power failures.
2. Avoid using hot water jugs or any cooking equipment in your bedroom, as the steam and smoke can trigger smoke alarms and sprinklers. In the event of a false alarm, the resident will be responsible for covering the full callout fee.
3. For safety reasons, we insist that you refrain from altering or tampering with electrical fixtures, appliances, or telephones. This includes connecting electrical devices, other than light bulbs, to light sockets. Please report any faults immediately.
4. All residents make an effort to turn off electrical appliances when they are not in use.

### Furniture/Windows

1. Please avoid damaging or removing the furniture, keep windows closed during bad weather to prevent damage, and do not use windows for entering or exiting your bedroom.

### Termination Fee

1. If a tenant leaves before their lease is up, they must pay a fee. This fee is the difference in weekly rent costs. For example, if renting for more than 3 months costs \$250 a week but leaving within 1 to 3 months costs \$350 a week, the tenant who leaves early pays \$100 extra for each week they stayed.