



Free Phone 0800 111007  
Free Fax 0800 222007  
on-line tenant checking [www.tinz.net.nz](http://www.tinz.net.nz)  
debt collection [www.cia.co.nz](http://www.cia.co.nz)  
P.O. Box 106472, Auckland City, 1143,  
New Zealand  
Email : [admin@cia.co.nz](mailto:admin@cia.co.nz)

## Nationwide Debt Recovery Specialists

07/05/2009

Dear Sir/Madam,

### **Re Rent Collection Service**

I thank you for your interest in our rent collection service, and enclose, herewith, the appropriate forms for your use of this service.

**The System:** - modified to suit if you are assigning existing tenancies

### **Set-up Agency**

1. Complete and either fax or post the **Rental Collection Agency & Authority** form back to us so that we can register the property(ies);

### **Vetting Tenants**

2. Get all adult tenants that you intend to put into your rental property to complete the **Tenancy Application Form** – (N.B. a spouse can be placed on the same form);
3. Make sure they sign the **Privacy Act Statement** on the reverse side;
4. You conduct reference checking (not TINZ and credit checks) **before** you decide to have them vetted by us;
5. Fax the **Tenancy Application form** to us so that we can conduct the free Tenancy Information NZ and Credit Checks;
6. We will fax back our response to approval/disapproval of the prospective tenant(s) to you;
7. You can decide to overrule our disapproval and put the tenant(s) into your property however we will not guarantee rent as per this module. There will not be any reduction to our commission rate as we know that we will have more management issues as a result.

### **Placing Tenant in your property**

8. If the tenant(s) is (are) approved by us you must complete a full and proper Tenancy Agreement, as supplied on-line via [www.tinz.net.nz](http://www.tinz.net.nz) – insert our account details where the rent has to be paid;
9. Advise tenant(s) that we will be managing the rent collection, and to expect us to contact them if they miss payments, and you are to be contacted for other property management matters;

10. You are to collect 3 weeks bond and 1 weeks rent in **advance** minimum – in cash – don't accept a cheque nor accept a bond refund/transfer form unless the previous landlord has authorised the refund to the tenant;

#### **Action after placement**

11. You are to lodge the bond and keep the rent in advance;
12. You are to advise us by email or fax, by the use of the **Tenant Placement Form**, which tenant(s) have been placed in your rental property;
13. You are to post the **originals** of the **Residential Tenancy Agreement, Tenancy Application Form** and **Bond Lodgement Receipt** from the Bond Processing Centre to us (after taking a copy for your own records – we will need the originals should we have to make an application to have the matter heard at the Tenancy Tribunal).

#### **Our Action**

14. We will advise tenant by letter of introduction of our rent collection management;
15. We will disperse net rental to you on the 15<sup>th</sup> of the month following receipt.

If you have any further queries in this matter please call us.

Yours faithfully

***G.D.Knight***

Geoff Knight  
Managing Director

# Tenant Placement Form

Fax to 0800 222 007

Tenant's full name: \_\_\_\_\_  
Tenant's full name: \_\_\_\_\_  
Tenant's full name: \_\_\_\_\_  
Tenant's full name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Current Phone Number: .....

Commencement date at this address: .....  
First Payment date to be received by CIA Rent Collections: .....  
Rent per week \$ \_\_\_\_\_ To be paid weekly/fortnightl (*strike out one option*)  
To be paid in **advance**  
Bond Amount \$ \_\_\_\_\_  
Amount paid in advance \$ \_\_\_\_\_

Landlord Name: .....  
Email address: .....  
Company/Trading name: .....  
Landlord Phone numbers: .....  
Landlord Fax Number: .....

Please make sure that you post in the originals of  
**Residential Tenancy Agreement**  
**Tenancy Application Form**  
and **Bond Lodgement Receipt**

to

THE CIA DEBT RECOVERY GROUP LTD  
P O BOX 106472  
AUCKLAND CITY 1143

# Tenancy Application Form

This information is required for the purposes of assessing your eligibility as a tenant.  
One form should be completed for every intending adult tenant.

**Address of Property applying for:** .....

**Applicant Tenant's full name:** .....

**Current Address:** .....

**Current Phone Number:** ..... **Mobile Phone:** .....

**Email address(es):** ..... **Commencement date at this address:** .....

**Landlord's Name:** ..... **Landlord's Phone Number:** .....

Reason for moving: .....

Number of intended occupants: Adults.....Children.....Pets (if dogs please state breed): .....

## IDENTIFICATION

**Date of Birth:** ..... **Verified with:** .....

\* a copy of identification is required (Suitable ID: Photo driver's licence, Passport, WINZ customer ID, Photo Credit card)

**Bank Account No.:** .....

**Car Registration:** ..... **Type:** .....

Proof of current address: ..... (suitable proof: Power/Phone account)

## EMPLOYMENT

Employer..... Phone Number: .....

Time there: ..... Job Description: .....

If you are currently receiving your income from Work & Income New Zealand please provide your customer number

**Benefit type:** ..... **Customer No.:** .....

## CONTACT/REFERENCES:

(I/We require two contact names & details – they can not be family members nor people you intend to have living with you)

1. Name: ..... Phone No.: .....  
Address: .....

2. Name: ..... Phone No.: .....  
Address: .....

### Next of Kin:

Name: ..... Phone No.: .....

Address: .....

### Spouse

Name: ..... Phone No.: .....

Address: .....

Date of Birth: .....

*Continued over the page*

.....

## Privacy Act 1993 Statement

This application form collects personal information about you.

This information is required to:

- Assess your eligibility as a tenant; and
- Collect information, which would be provided to a tenant default database and/or credit bureau if you enter into a tenancy agreement and fail to comply with the terms of that agreement. ( A tenant default database records the names of the persons who have been found in breach of their tenancy agreement and/or the Residential Tenancies Act 1986 by the Tenancy Tribunal);
- This information in this tenancy application form will be retained within our office;
- The information will also be made available to credit bureaux and/or tenant default databases and will be accessible to other people that may inquire of this credit bureaux and/or tenant default database;
- If you do not supply all the information in this form, you may not be considered for my/our tenancy(ies)
- You have a right to see the information held about you by any credit bureau or tenant default database and to correct that information in accordance with the Privacy Act.

### Acceptance

1. I consent to you providing the information in this form and details of any proven breach of my tenancy agreement or of the Residential Tenancies Act 1986 to any credit bureau or tenant default database.
2. I acknowledge that the information may then be made publicly available through credit bureaux or tenant default databases.
3. I agree that you may use any of the information on this application form to enforce any judgement in respect of the tenancy agreement or in respect of any order against me by the Tenancy Tribunal.
4. I agree that an assessment regarding my fulfilment of basic tenant responsibilities may be added to an internet based tenant reference website. This assessment will be about how I/We
  - Payment of rent
  - Kept the dwelling and grounds tidy
  - Were considerate towards neighbours
  - Left the dwelling and grounds tidy
  - If we are declined a tenancy – for any reason.
5. I confirm the information in this form is true and correct and that I have read the Privacy Act Statement as stated above.

**Signature:** ..... **Date:** .....

**RENT COLLECTION AGENCY AND AUTHORITY**

I, \_\_\_\_\_, HEREBY AUTHORISE The CIA Debt Recovery Group Ltd to act as my/our agent as follows:

**I INSTRUCT YOU:**

1. To collect all rents owing from time to time of the following property(ies)  
.....  
.....  
.....
  
2. To disburse monies to my bank account by the 15<sup>th</sup> of the month following receipt of monies  
BANK .....  
BRANCH .....  
A/C NO. ....  
A/C NAME .....

**I ACCEPT THE FOLLOWING TERMS AND CONDITIONS OF AGENCY**

1. You are entitled to be paid and remunerated by deducting the following commission, from all rents collected, at the rate of - **6.95% + GST**
2. I will have the rental paid in the following account  
BANK: **ASB Bank**  
BRANCH : **Downtown**  
A/C NO. **12 3070 0117435-50**  
A/C NAME: **CIA Rent Collections**
3. You are to appear at any mediation or Tribunal hearings, in accordance with the Residential Tenancies Act 1986, on my behalf, in relation to any rental arrears matters.
4. You shall issue what legal notices are required under the Residential Tenancies Act 1986 to remedy any non-payment of rent.
5. You have the discretion to apply under the Residential Tenancies Act 1986 for termination of any tenancy and/or possession and eviction of any non-paying tenants.
6. You are to immediately advise me or my Authorised Agent that you are making any application per paragraph 5 above, so that I can take appropriate actions towards re-letting the property.
7. Either party may terminate the agency by giving to the other, one month notice in writing.

Signature of owner/property manager .....

Own address: .....

Phh ..... Phb .....

Being the Owner or Authorised agent of the property(ies) listed above .

This agreement being dated this ..... day of ..... 20....