



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

Nationwide Debt Recovery Specialists

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, email 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 should be placed on the same form); OR register their application on-line at <http://www.tinz.net.nz/tenantnet/tinz/tenantregister.jsp> as we have access to their details via this system. Please advise if the tenant registers on-line.
3. Make sure they sign the **Privacy Act Statement** on the **Tenancy Application Form**;
4. You conduct referee & employment checking (as opposed to TINZ and credit checks which we will do) **before** you decide to have them vetted by us;
5. Fax the **Tenancy Application form** to us so that we can conduct the tenant credit checks via Tenancy Information NZ www.tinz.net.nz
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 get the tenant to complete a full and proper Tenancy Agreement, as supplied on-line via 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 (i.e. repairs and maintenance, inspections etc);
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 15th 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

Email: admin@cia.co.nz Fax to 0800 222 007

Tenant 1 full names:	
Tenant 2 full names:	
Tenant 3 full names:	
Tenant 4 full names:	
Address:	
Current Phone Number at the address:	

Commencement date at this address:	
First Payment date to be received by CIA Rent Collections:	
Rent per week	\$
To be paid weekly/fortnightly	
To be paid in advance	
Bond Amount	\$
Amount paid in advance	\$

Signature of owner/letting agent			
Name of Owner/letting agent			
Own Postal address:			
Own Physical Address:			
Ph hm		PhBus	
Email address (important as all reports are emailed)		Mob Ph	

Please make sure that you post or email the originals of

1. **Residential Tenancy Agreement**
2. **Tenancy Application Form**
3. **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:		Mob Ph#:	
Email address(es):			
Intended start date of tenancy:			
Current Landlord's Name:		Landlord's Ph #	
Reason for moving:			
Number of intended occupants:	Adults		Children
Pets (if dogs please state breed):			

IDENTIFICATION

Date of Birth:		Verified with:	
ID number		Version #	
* a copy of identification is required (Suitable ID: Photo driver's licence, Passport, WINZ customer ID, Photo Credit card)			
Bank Account No.:			
Car Registration:		Make & Model	
Proof of current address: (suitable proof: Power/Phone account)			

EMPLOYMENT

Employer:		Phone #:	
Position:		Time There:	
Division/Department:			
If you are currently receiving your income from Work & Income New Zealand please provide your customer number			

SPOUSE

Date of Birth:		Verified with:	
ID number		Version #	
* a copy of identification is required (Suitable ID: Photo driver's licence, Passport, WINZ customer ID, Photo Credit card)			
Bank Account No.:			
Car Registration:		Make & Model	
Employer:		Phone #:	
Position:		Time There:	
Division/Department:			
If currently receiving income from Work & Income New Zealand please provide customer number			

CONTACT/REFERENCES

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

Name:		Phone	
Address:			
Name:		Phone	
Address:			

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 15th 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/letting agent			
Name of Owner/letting agent			
Own Postal address:			
Own Physical Address:			
Ph hm		PhBus	
Email address (important as all reports are emailed)		Mob Ph	

Being the Owner or Authorised agent of the property(ies) listed above .
 This agreement being dated this day of 20....