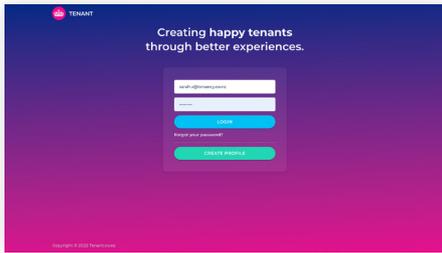


Electronic Signing Process Explained

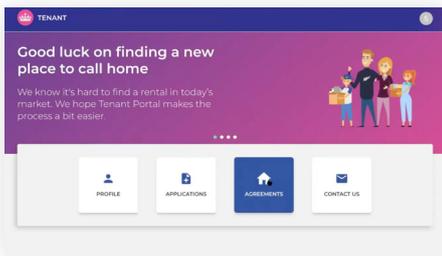
Please note: Each tenant listed on the tenancy agreement must log in with their unique email address and complete the electronic signing process.



LOGIN TO TENANT.CO.NZ

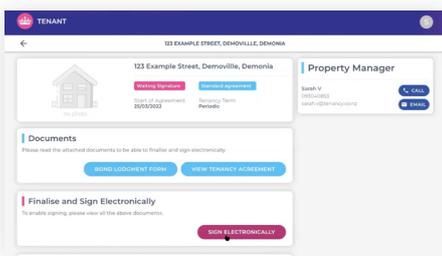
Log in to Tenant.co.nz.

If you don't have an account you will need to create one. Agreements are linked to your email address. Any agreements that have been sent to you using the same email address you use to create your profile, will show in your account once you have registered.



GO TO THE AGREEMENTS TAB

Once you are logged in, go to the agreements tab to locate any agreements that you need to sign.

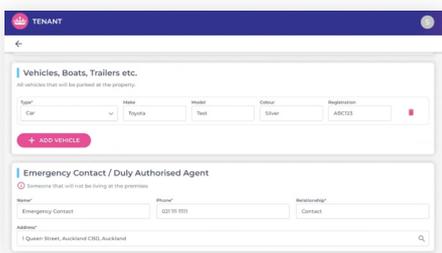


READ AGREEMENT AND OTHER DOCUMENTS

Read through the agreement, bond lodgment form, and any other documents thoroughly. Please also check your email for any other attachments sent through from the Property Manager.

Note: Both the agreement and bond lodgment form must be viewed in order to be able to sign the agreement.

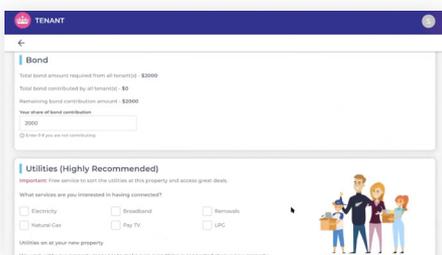
Once you are happy with the agreement, click 'Sign Electronically'.



VEHICLES AND EMERGENCY CONTACT

Enter the relevant information for any vehicles that you will have at the property. Click + ADD VEHICLE to add additional vehicles.

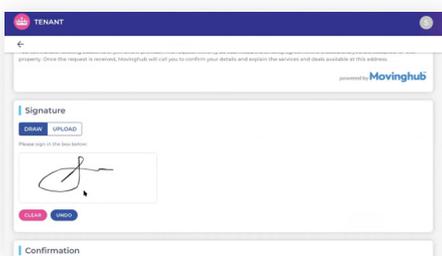
Enter the details of your emergency contact who can be contacted in case of an emergency when you can not be reached. This must be someone not living in the property. **This section is mandatory.**



BOND CONTRIBUTION AND UTILITIES

Enter in the amount of bond you are contributing for the tenancy. If there is more than one tenant, this will most likely be split between all tenants.

Select any utilities you would like help with connection for at the property. *This service is provided through Movinghub.*



SIGN AGREEMENT

Either sign using your mouse, or draw in the box. You are also able to upload a signature if you have one already on your device.

Read and tick the confirmation if you agree.

Click 'Sign Agreement'. At this stage your signed agreement will be emailed back to the Property Manager.

How is my Tenant Profile secured?

Your data is encrypted at a very high level meaning your information is safe. The information you supply on your Tenant Profile and tenancy applications is only visible to the property manager. Tenant.co.nz and Tenancy.co.nz take your privacy very seriously and take extra measures to ensure your privacy is upheld.

I can't log into my Tenant Profile, how can I reset my password?

If you are having trouble with accessing your Tenant Profile please email info@tenant.co.nz and we will help you gain access. It is important you email from the email address you used to create your Tenant Profile so we can verify that the request is coming from you.

Can I delete my Tenant Profile if I no longer need it?

Yes, you absolutely can delete your Tenant Profile if you no longer need it. You can delete your profile by navigating to the profile menu and selecting 'Delete Profile'. Alternatively, please contact our Privacy Officer on privacy@tenancy.co.nz.

What should I do if there is something I don't understand in the Tenancy Agreement?

If there is any part of the agreement you are unsure of and need clarification, please contact the Property Manager. You can find their contact information in the agreement section of your tenant profile.

Some of the information in the Tenancy Agreement is incorrect, what should I do?

If there is any part of the agreement that you do not think is correct such as tenant names, move in dates, etc, please contact the Property Manager. You can find their contact information in the agreement section of your tenant profile.

I am a first time tenant and would like some more information, where should I go to find this?

Please visit www.tenancy.govt.nz/starting-a-tenancy/new-to-tenancy/information-for-new-tenants if you are renting for the first time and / or would like some more information.