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.

e	123 EXAMPLE STREET, DEMOVILLE, DEMO	EA.
	123 Example Street, Demoville, Demonia	Property Manager
	Waiting Signature Standard agreement	Sarah V
	Start of Agreement Tenancy Term 26/03/2002 Berledin	0930-40853 sarah v@tenancyco.nz
Documents	uments to be able to finalise and sign electronically.	
Documents Please read the attached doo	uments to be able to finalise and sign electronically.	
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Documents Please read the attached doo Finalise and Sign To enable signing, please vio	uments to le alla to finalitie and sign electronically consolucionet en Fossil Electronically + of the allow discussion.	

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'.

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Vehicles, Bo	ats, Trailers	etc.				
Il vehicles that will b	parked at the pro	operty.				
Type*		Maka	Model	Colour	Registration	
Car	~	Toyota	Test	Silver	ABC123	
+ ADD VEHIC	.E					
+ ADD VEHIC Emergency 5 Someone that will	Contact / D	uly Authoris	ed Agent			
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VEHICLES AND EMERGENCY CONTACT

BOND CONTRIBUTION AND UTILITIES

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*.

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

Select any utilities you would like help with connection for at the

property. This service is provided through Movinghub.

Bond			
al bond amount requi	red from all tenant(s) - \$2000		
al bond contributed b	all tenant(s) - \$0		
maining bond contrib	ition amount - \$2000		
a share or sons contract			
1960			
ar brane et bond contention 1950 Enter 0 il you are not contrit	uling.		
ar sonaire an sonair contenieur 1900 Enter 0 ill you ans not contril	utras		
Utilities (High	y Recommended)		•
Utilities (High	y Recommended)	scoess great deals.	20
Utilities (High portant: Free service t sat services are you in	an any Recommended) a sort the utilities at this property and erested in having connected?	scors great deals.	<u>, 29 -</u>
Utilities (High portant: Free service t stat services are you in) Electricity	y Recommended) sart the utilities at this property and erested in having connected? Broadband	sccres great deals.	

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SIGN AGREEMENT

all tenants.

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-fornew-tenants if you are renting for the first time and / or would like some more information.