



These slides can be presented at one of your meetings if you wish

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## Handy hints from the NZPIF Desk

Two important things to remember

- As well as ensuring your property complied with the new insulation requirements you must give tenants a signed statement of what insulation is in your property by 1<sup>st</sup> July 2019. (must be signed independent of Tenancy Agreement signature)
- Must also give tenants a statement that you will comply with the Healthy Homes Standards.



**May 2019 Privacy Commission released their guidelines for information that a Landlord can collect. ([www.privacy.org.nz](http://www.privacy.org.nz))**

## COLLECTION OF PERSONAL INFORMATION BY LANDLORDS

- As a landlord, you want tenants who will care for your property and fulfil their obligations. The pre-tenancy stage is an opportunity to gather information that will help you make your decision.
- However, you need to balance this with the *privacy* of your prospective tenants. You may only collect information that's necessary for you to decide whether they would be a suitable tenant.
- Collect the minimum amount of personal information necessary to make that decision. For instance, if a credit report shows that an applicant is creditworthy, there's no need to collect their bank statements.
- The Human Rights Act prevents a landlord from discriminating against a tenant based on their age, gender, sexual orientation, nationality, race, employment status, marital status or beliefs. Since you can't use this information to choose a tenant, it's not necessary to collect it.

### What information can you collect BEFORE deciding whether someone will be a suitable tenant?

Always justified	<ul style="list-style-type: none"> <li>• Name and proof of identity</li> <li>• Contact information</li> <li>• Name and contact information for current landlord</li> <li>• One or two previous landlords as references</li> <li>• Expected length of tenancy applied for</li> <li>• Whether the applicant has ever been evicted</li> <li>• Pet ownership</li> <li>• Whether the applicant must give notice at their current accommodation</li> <li>• Authorisation to perform a criminal record check</li> <li>• Number of occupants who will live in the unit</li> </ul>
Sometimes justified	<ul style="list-style-type: none"> <li>• Personal references - where landlord references aren't available</li> <li>• Current income verification (e.g. pay slips, redacted bank statements) - where satisfactory references aren't available</li> <li>• Authorisation to collect a credit report - where satisfactory references aren't available</li> <li>• Whether the prospective tenant is a smoker - if it's a non-smoking property</li> <li>• Reasons for leaving previous tenancy</li> </ul>
Almost never justified	<ul style="list-style-type: none"> <li>• Broad consent to collect personal information from "other sources"</li> <li>• Driver licence number</li> <li>• Credit card information</li> <li>• Nationality, ethnicity, origin or citizenship</li> <li>• Physical or mental disability or illness</li> <li>• Personal beliefs or opinions</li> <li>• Marital and family status</li> <li>• Gender and sexual orientation</li> <li>• Rent paid at previous tenancy</li> <li>• Sports and hobbies</li> <li>• Current expenses</li> <li>• Conflicts with previous neighbour tenants or building managers</li> <li>• Proof of insurance</li> <li>• Languages spoken</li> <li>• Details about current accommodation</li> <li>• Banking history</li> <li>• Employment history</li> <li>• Age</li> <li>• Employment status</li> </ul>

### What can you collect AFTER you've selected a tenant?

Once you've selected your tenant, you may be justified in collecting additional information that you didn't need at the pre-tenancy stage, such as:

- payment information you'll need to collect rent
- name and number / address of an emergency contact person
- vehicle information, such as vehicle registration number, make and model, if the tenant will be parking on your property
- Name and number of emergency contacts.



## These are some things which you are 'Almost Never Justified to Collect'

- Broad consent to collect information from other sources
- Interesting that you should never collect a copy of a persons Drivers Licence number (not sure how you can do an accurate Credit check without this one!)
- Employment history
- Age (although this can be worked out)
- Employment status
- Rent paid at previous tenancy



- **Handy Hint**

- Ensure your tenants and the Bond Centre have the correct 'Address for Service' especially if you have long-term tenants and you have shifted or changed your email address during that time.
- If renting out your property to groups like The Salvation Army check you can get insurance before you sign any agreements with them
- If your property is empty for 60 days let your insurance company know (check the small print as some are different)