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## Tenant Information

Date:..... Name:.....  
 D.O.B..... Phone Number:.....  
 Email:.....  
 Type of house:.....\$/week.....  
 Number of Bedrooms.....  
 When do you need it by:.....  
 Number of people on lease:.....  
 Income:.....  
 Identification:.....  
 Pets:.....  
 Smoker Y/N?:.....  
 Current Employer Reference:.....  
 .....  
 Current Rental Reference:.....  
 .....  
 Previous Rental Reference:.....

Privacy notice.  
 The privacy Act 1988 regulates the collection, use, disclosure and maintenance of personal information by the agent from the applicant and from third parties relating to the applicant.  
 The information collected enables the agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. Failure to provide all or any of the personal information renders the agent unable to assess the application and or properly manage the landlord and tenant relationship.  
 The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referee's, other agents, tenancy reference databases, owner's corporations and community associations and as otherwise permitted by the privacy Act 1988 and this will include information about the Applicants performance of it's obligations pursuant to and under any Residential Tenancy Agreements entered into and information collected during the term of the tenancy.  
 The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.



## **Tenancy Privacy Statement / Collection Notice & Tenant Declaration**

### **1. Tenancy Privacy Statement / Collection Notice**

Due to the recent changes in the Privacy laws from December 21, 2001, all property managers must ensure that you (the applicant) fully understand the National Privacy Principles and the manner in which they must use your personal information in order to carry out their role as professional property managers.

The information, personal or otherwise, provided by the prospective tenant in this application or that which is collected from other sources is necessary for the agent to assess the risk in providing you with the tenancy, to identify the applicants identity and to process, evaluate and manage the tenancy.

The personal information collected about you (the applicant) in this application may be disclosed, by use of the internet or otherwise, to other parties, including:

- The Landlord
- Referees
- Rental Bond Authorities
- Collection Agents
- Trades People
- Solicitors
- National Tenancy Database Pty. Ltd (ABN 65 079 105 025) (NTD)
- TICA
- Financial Institutions
- Parties engaged to evaluate the property
- Other Real Estate Agents
- Other Landlords
- Government and Statutory bodies
- Both existing and potential clients of the Real Estate Agent
- Bodies Corporate
- Other Third Parties as required by law

Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of your State and to the NTD or TICA for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you (the applicant) agree to its use, unless you advise the Agent differently.

The privacy policy of your State's Real Estate Institute can be viewed by logging on to [www.reiaustralia.com.au](http://www.reiaustralia.com.au) and selecting your State.

The privacy policy of NTD can be viewed by logging on to [www.ntd.net.au](http://www.ntd.net.au).

The privacy policy of TICA can be viewed by logging on to [www.tica.com.au](http://www.tica.com.au).

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act.

If you (the applicant) would like to access this information you can do so by contacting the Agent at the address and contact numbers for the property you are interested in renting. You (the applicant) can also correct this information if it is inaccurate, incomplete or out of date.

If your personal information is not provided to the Agent and you (the applicant) do not consent to the use of this information as specified above, the Agent cannot carry out their duties and may not be able to provide you with the lease/tenancy of the premises.

## **2. Tenant Declaration**

I acknowledge that this is an application to lease the property for which I am applying and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent should the premises not be ready for occupation on the due date or if my application is unsuccessful.

I acknowledge that the processing period for my application could be up to 2 working days and in some circumstances longer. Unless contacted earlier by staff from the real estate agent in question - I will expect this time frame.

I acknowledge that the landlord and landlord's agent will rely on the truth of my answers in assessing the application for tenancy

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act.

I acknowledge that I will be required to pay rent and a rental bond subject to the conditions of the Agent

I acknowledge that an inquiry, independent or otherwise, may be made on all applicants applying for this property, to verify the validity of the personal details that have been supplied and to check my credit worthiness. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

I/we have been given the opportunity to view a copy of the standard terms and conditions that would be included in a lease, should my application be successful

I declare that all information contained in this application is true and correct and given of my own free will and can be based as fact.

By signing I acknowledge that I have Read, Understood and Agree with the above Tenancy Privacy Statement / Collection Notice & Tenant Declaration and I authorise my signature for the purpose of this application.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_