

## TENANT PRIVACY STATEMENT

Due to changes in the Privacy Act, from 11 March 2014 all Property Managers must ensure that you, the applicant, fully understand the National Privacy Principles and the manner in which we use your private information in order to carry out our role as professional property managers.

Please take the time to read this Privacy Statement carefully, as once completed it will remain in your file. This information will be made available from 11 March 2014.

As professional property managers Gardiner McInnes Estate Agents Pty Ltd collects personal information about you and make every effort to keep that information secure from unauthorized use or access. To ascertain what personal information we have about you, you can contact us by:

**Telephone:** 9844 0052  
**Facsimile:** 9844 0152  
**Email:** rentals@gardinermcinnnes.com  
**In person:** Property Manager, Gardiner McInnes Estate Agents Pty Ltd  
 Shops 2A & 2B Webb Street, Warrandyte.

You may access your personal information to correct it if it is incomplete, out of date or inaccurate

### 1. PRIMARY PURPOSE

As professional property managers, we collect personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable to provide you with the lease/tenancy of the premises. To carry out this role, and during the term of your tenancy, we may be required to disclose your personal information to:

- The Landlord
- The Landlord's Lawyers
- The Landlord's Mortgagee
- Referees you have nominated
- Organisations/Tradespeople required to carry out maintenance to the premises
- Rental Bond Authority (RTBA)
- Residential Tenancy Tribunals/Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025)
- Other Real Estate Agents & Landlords

### 2. SECONDARY PURPOSE

Gardiner McInnes Estate Agents Pty Ltd, also collects your personal information to:

- Enable us, or the Landlord's Lawyers, to prepare the lease/tenancy documents for the premises.
- Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises
- Pay or release rental bonds to/from Rental Bond Authority
- Refer to Tribunals, Courts and Statutory Authorities
- Refer to Collection Agents/ Lawyers (where default/enforcement Action is required)
- Provide confirmation details for organisations contacting us on your behalf, eg, Utilities, Employers, etc

**If your personal information is not provided to us, we may not be able to carry out our duties as professional Property Managers and will not be able to provide you with a lease/tenancy of the premises.**

<b>Privacy policy agreed and signed by applicant:</b>			
Signature:			
Print Name:		Date:	
<b>Witnessed by:</b>			
Signature:			
Print Name:		Date:	

## TENANCY APPLICATION

To complete this form you will need to attach the following:

- copy of photo identification eg. driver's licence
- copy of pay slips covering the past 4 weeks

Please note: If your application is successful, you will be required to pay the pay the first month's rent (pcm) **within 3 business days** to secure the property.

Rental Property Details (property you are applying for)	
Address:	
Suburb:	

I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN, telephone number, water company) to the Agent. I acknowledge that the Agent, its employees and UtilityOne may receive a fee/benefit from a service provider in relation to the connection of a utility service.

Utility connection services provided by:



Phone: 13 18 19

Fax: 1300 73 18 19

Email: [contact@utilityone.com.au](mailto:contact@utilityone.com.au)

Web: [www.utilityone.com.au](http://www.utilityone.com.au)

**I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure.**

Signature of Applicant:

Date:

Your offer to lease this property includes three important elements: your rent per week; the date you propose to move in and start paying rent; and the length of tenancy.

Please complete the details below for consideration by the landlord.

Tenancy Details	
<b>Rent per week</b> <i>if price ranged, please state here the amount you are offering:</i>	\$
<b>Date you propose to move in/start paying rent</b> <i>You must nominate a minimum start date</i>	
<b>Length of tenancy</b> <i>12 months unless otherwise advertised</i>	months

Applicant Details	
Full Name:	
Home telephone:	
Work telephone:	
Mobile telephone:	
Email address:	
Date of Birth:	
Driver's License Number:	
Preferred method to contact you:	Home      Work      Mobile      Email

Address Details – current address	
Current Address:	
Month/year moved in:	month & year moved in:
Current address rent per week:	
Name current landlord/agent:	
Agent telephone number:	
Reason for leaving:	
Have you given notice yet?	
Office use only:	

Address Details – previous address	
Previous Address:	
Dates lived at this address:	Moved in:    /    /                      Moved out:    /    /
Previous address rent per week:	
Name previous landlord/agent:	
Agent telephone number:	
Reason for leaving:	
<i>Office use only:</i>	

## /employment

Please complete the following information and attach:

- **Pay slips covering the past 4 weeks (eg. 4 if paid weekly, 1 if paid monthly)**
- **If you are self employed, we require details of your accountant to verify proof of income**

Employment Details – current employer	
Occupation:	
Please indicate:	Full time                      Part time                      Casual
Net salary per week (after tax):	
Other net income per week:	
Current Employer Name:	
Current position:	
Employer Address:	
Date commenced employment:	Month & Year Started:
Name of contact person:	
Telephone & or email:	
<i>Office use only:</i>	

Employment Details – previous employer	
Occupation:	
Please indicate:	Full time                      Part time                      Casual
Previous Employer Name:	
Previous position:	
Employer Address:	
Employment dates:	Month & Year Started:    Ended:
Name of contact person:	
Telephone & or email:	
<i>Office use only:</i>	

Personal Referee 1	
Name:	
Relationship to Applicant:	
Daytime telephone number:	
<i>Office use only:</i>	

Personal Referee 2	
Name:	
Relationship to Applicant:	
Daytime telephone number:	
<i>Office use only:</i>	

Children		
Do you have children?	Yes	No
How many will live at property with you?		
What ages are the children?		

Pets		
Do you have pets?	Yes	No
How many, type, breed & age?		
Will the pets be housed inside the home?	Yes	No

Other applicants	
List the names of anyone else you are applying with (A completed application form is required for each applicant)	

Keeping application on file		
Please indicate if you would like us to keep your application on file for up to 60 days in support of any other property applications (after 60 days this document will be destroyed)	Yes	No

Declaration	
<p>1. I declare that the information given on this form is true and correct to the best of my knowledge.</p> <p><b>2. I acknowledge that if my application is successful, in order to secure the property I will be required to pay the first month's rent (pcm) within 3 business days of being advised that my application is successful. I acknowledge that I have the following payment options:</b></p> <ul style="list-style-type: none"> <li>bank cheque or money order made out to 'Gardiner McInnes Estate Agents Pty Ltd'</li> <li>direct deposit BSB: 013189, Account No: 197678965, Account Name: Gardiner McInnes Estate Agents Rental Trust. A reference number will be provided to you.</li> <li>UNDER NO CIRCUMSTANCES WILL CASH BE ACCEPTED</li> </ul> <p>3. I acknowledge that the bond for the property, typically one month's rent, is payable no later than 2 business days prior to moving in to the property.</p> <p><b>Bond payment options:</b></p> <ul style="list-style-type: none"> <li>bank cheque or money order made out to the 'Residential Tenancy Bond Authority'</li> </ul>	
Signature:	
Print Name:	
Date:	

**Gardiner McInnes recommend that you keep a copy of your completed application for your records.**  
**If you have difficulty completing this form, please contact our Property Manager on**  
**9844 0052 or via email at [rentals@gardinermcinnnes.com](mailto:rentals@gardinermcinnnes.com)**