

TENANT PRIVACY STATEMENT

Due to changes in the Privacy Act, from 21 December 2001 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 21 December 2001.

As professional property managers Gardiner McInnes Estate Agents Pty Ltd collects personal information about you. 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.

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.

Privacy policy agreed and signed by applicant:			
Signature:			
Print Name:		Date:	
Witnessed by:			
Signature:			
Print Name:		Date:	

GARDINER MCINNES 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 first month's rent (pcm) **within 3 business days** to secure the property.

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

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	
<i>if price ranged, please state here the amount you are offering:</i>	Rent per week \$
Date you propose to move in/start paying rent: <i>You must nominate a minimum start date</i>	
Length of tenancy: <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:				
Please indicate best 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?	
<i>Office use only:</i>	

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>	

section 2 - 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:	

Personal Referee 2	
Name:	
Relationship to Applicant:	
Daytime telephone number:	

Children		
Do you have children?	Yes	No
How many will live at property with you?		

Pets		
Do you have pets?	Yes	No
Number & type:		

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>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:</p> <ul style="list-style-type: none"> • bank cheque or money order made out to 'Gardiner McInnes Estate Agents Pty Ltd' • direct deposit BSB: 013189, Account No: 197678965, Account Name: Gardiner McInnes Estate Agents Rental Trust. A reference number will be provided to you. • UNDER NO CIRCUMSTANCES WILL CASH BE ACCEPTED <p>3. I acknowledge that the bond for the property, typically 1 month's rent, is payable no later than 2 business days prior to moving in to the property. Bond payment options:</p> <ul style="list-style-type: none"> • bank cheque or money order made out to the 'Residential Tenancy Bond Authority' 	
Signature:	
Print Name:	
Date:	

We 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**