



BUCKINGHAM & COMPANY  
ESTATE AGENTS

## TENANCY PRIVACY STATEMENT

Buckingham & Company Estate Agents ("we") or ("our agency") respects your right to privacy. We are bound by and adhere to the Australian Privacy Principles ("Principles") contained in the Privacy Act 1988 ("Privacy Act"). Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

The information collected from you in this form is required for us to consider your application to rent a property that we manage and to generally carry out our role as property managers including for the ongoing management of your tenancy. To carry out this role, we may disclose the personal information you have provided to us to third parties including the following:

- i. Landlord
- ii. The Landlord's lawyer, mortgagee or insurer;
- iii. Referees you have nominated;
- iv. Organisations or tradespeople required to carry out maintenance to the premises;
- v. Rental bond authorities or rent bond insurance providers;
- vi. Residential Tenancy Tribunals and courts!
- vii. Debt collection agents;
- viii. National Tenancy Database (NTD) a division of VEDA Advantage Information Services and Solutions Limited ABN 26 000 602 862

In addition, your personal information will be added to our database and may be used by us to contact you in relation to other properties, for marketing purposes and for other purposes relating to our agency's functions and activities.

You can contact us to access the personal information we are holding, correct or complain about our handling of your personal information by:  
By phone: (03) 9434 6666  
Facsimile: (03) 9432 0296  
Or in person at Corner Were St & Rattray Rd, Montmorency VIC 3094

Our Privacy Policy provides further details about how we will manage your personal information and can be found at our website and can be provided to you in another format upon request.

National Tenancy Database

[please note, this document is available (in part) on the NTD website and should be included in the application form if applicable –NTD may update the Disclosure Statement from time to time and this should be monitored]]

You can contact National Tenancy Database and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: GPO Box 13294, George Street, Brisbane QLD 4003  
Email: info@ntd.net.au  
Fax: 07 3009 0619  
Telephone: 1300 563 826

For further information about NTD and NTD's Privacy Policy, visit the website: [www.ntd.net.au](http://www.ntd.net.au)

Please note, when requesting a copy of the personal information the NTD hold about you, proof of identity will be required e.g. Australian drivers licence, passport etc.

NTD collects the following information in accordance with the APPS for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

- ▶ Full name, date of birth, gender, driver's licence number and occupation;
- ▶ Current and previous residential addresses;
- ▶ Contact details (phone, fax and email);
- ▶ Details of rental history.

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which NTD collects your personal information are:

- ▶ Provision of a database for the use of property managers and real estate agents for risk assessment and risk management purposes;
- ▶ Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rent bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus.

In addition, there may be circumstances where NTD is required or authorised by law to disclose your personal information e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

If your personal information is not provided to NTD, the real estate agent/property manager will not be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

### IDENTIFICATION CHECK

In order to ensure a swift and thorough process of your application we ask you to refer to the following checklist and ensure all information has been provided.

Please tick (✓)

- Photo Identification (18+ Card, Driver's Licence, University or TAFE card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter)
- Written References (Personal, Rental and Employment)
- Complete bank statements (Everyday and Savings Account)
- Provided any further information that may assist in your application, written references, rent receipts, photos of current premises in support of your application
- Anyone over the age of 18 who will be residing in the premises MUST fill out an individual application form

# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)

## A. AGENT DETAILS

### BUCKINGHAM & COMPANY ESTATE AGENTS

**Address:** Corner Were Street & Rattray Road  
Montmorency VIC 3094

**Phone:** (03) 9434 6666

**Fax:** (03) 9432 0296

**Email:** montmorency@buckinghamandcompany.com.au

**Website:** www.buckinghamandcompany.com.au

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

Day      Month      Year

3. Lease term?

Years      Months

4. Property rental

\$  per week    \$  per calendar month

Bond

5. How many people will usually occupy the property?

Adults     Children    Ages \_\_\_\_\_

## C. PERSONAL DETAILS

6. Please give your details

Mr     Ms     Miss     Mrs     Other

Surname    Given name/s

Date of birth

Drivers license number

Drivers license expiry

Drivers license state

Passport no.

Passport country

7. Please provide your contact details

Home phone number

Mobile phone number

Work phone number

Email address

8. What is your current address?

Postcode

## D. UTILITY CONNECTIONS



**on the move**

Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

**ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL**

**Ph: 1300 850 360    Fax: 1300 661 160**

**YES!!** I would like On The Move to contact me to arrange my utility connections.

**WATER** (standard connection with all applications)

**Terms & Conditions** - By ticking the box above you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your agent may receive a benefit for arranging your services. On The Move & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

## E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) the owner or the Agent of my current or previous residence;
  - (b) my personal referees and employer/s;
  - (c) any record, listing or database of defaults by tenants;
- If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database Phone 1300 563 826 – Email [info@ntd.net.au](mailto:info@ntd.net.au))
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

I have read, understood and agree to the Tenant Privacy Statement set out on page 2 of this application.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move 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 acknowledge that neither On The Move nor the Agent accept 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

Date

x    /    /

**F. APPLICANT HISTORY**

9. How long have you lived at this address?  
  Years   Months

10. Please tell us about this rented property  
 Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

Reason for leaving this address?

11. What was your previous residential address?

Postcode

12. How long did you live at this address?  
  Years   Months

13. Please give us further information about this residential address  
 Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

Was bond refunded in full?  YES  NO If NO why not?

**G. EMPLOYMENT HISTORY**

14. Please provide your employment details  
 What is your occupation?

What is the nature of your employment?  
 (FULL TIME / PART TIME / CASUAL)

Employers name (inc. accountant if self employed or institution if a student)

Employers address

Postcode

Contact name  Phone number

Length of employment  
  Years   Months

\$  Weekly income \$  Other income

**Please attach proof of income.**

**H. PREVIOUS EMPLOYMENT HISTORY**

15. Please provide your previous employment details  
 Occupation?

Employers name

Length of employment  
  Years   Months

Contact name  Phone number

**I. CONTACTS / REFERENCES**

16. Please provide a contact in case of emergency  
 Surname  Given name/s   
 Relationship to you  Phone number

17. Please provide two personal referee (not related to you)

1. Surname  Given name/s   
 Relationship to you  Phone number

2. Surname  Given name/s   
 Relationship to you  Phone number

**J. OTHER INFORMATION**

18. Car Registration

19. Please provide any details of any pets  
 Breed Type  Council registration number

**PLEASE NOTE**

Initial payments must be made by bank cheque, money order or direct deposit within 24 hours after approval of application. No personal cheques or cash accepted for rent or bond.

Our preferred method of payments for rent is via direct deposit.

Keys will not be handed over until the lease agreement has been signed by all parties and first month rent and Bond has been paid.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

The Internet  Local Paper  Relocation Company

CounterList  Board  Referral

Other (please specify) .....

- PLEASE PROVIDE US WITH 100 POINTS OF I.D.**
- Applicants must supply a minimum of two (2) types of identification from the list below with a minimum total of 100 points. ID must include at least 1 type of Photo ID plus ID that contains the applicants current residential address and date of birth.**
- Drivers licence or passport **70**
  - Proof of age card (keypass) **50**
  - Student ID card **50**
  - Copy of Gas / Water / Electricity account **30 each**
  - Copy of Mobile Phone Account **20**
  - Copy of Medicare Card **20**
  - Concession/ Pension Card **10**