

# TENANT PRIVACY STATEMENT

## PRIVATE INFORMATION COLLECTION NOTICE

We must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as a professional Property Management Company and Property Manager. PLEASE take the time to read this Privacy Statement Carefully and once completed, return it to this office with your Tenancy Application.

As professional property managers, we collect your personal information to assess the risk in providing you with the lease of the premises you have requested and if the risk is considered acceptable, to provide you with the lease of the premises. You can ask for access to the personal information we have about you.

*To carry out this role and during the term of your tenancy, we may disclose your personal information to :-*

- The Lessor
- The Lessor's Solicitor
- The Lessor's Mortgagee/Insurer
- Referees you have nominated
- Tradespeople/Organisations to contact you in relation to maintenance to the premises
- Residential Tenancy Authority
- TICA Default Tenancy Control Pty Ltd
- Other Real Estate Agents and Lessors

### SECONDARY PURPOSE

*We also collect your personal information to :-*

- Enable us to gain information from your previous Lessors Agents/Lessors
- Enable us to prepare the Tenancy documents for the premises
- Allow Tradespeople/Organisations to contact you in relation to maintenance matters relating to the premises
- Pay/release Rental Bonds to/from the Residential Tenancy Authority
- Refer to Tribunals, Courts and Statutory Authorities where necessary
- Refer to Lessor's Mortgagee/Insurer
- Report your conduct as a Tenant on the TICA Default Tenancy Control Pty Ltd Database

Please be aware that if your personal information is not provided to us and if you do not consent to the uses to which we put our personal information, we cannot properly assess the risk to our client, or carry out duties as professional Property Managers. Consequently, we then cannot provide you with the lease/tenancy of the premises

Signed by the Applicant/Applicants (every applicant must sign to give their consent)

Signature : \_\_\_\_\_ Name : \_\_\_\_\_ Date : / /

Signature : \_\_\_\_\_ Name : \_\_\_\_\_ Date : / /