

FOR LEASE



maxwell collins

+61 3 5222 4711 | rentals@maxwellcollins.com.au | 55 Myers Street, Geelong VIC 3220

www.maxwellcollins.com.au

Tenancy Privacy Statement

Maxwell Collins Real Estate Pty Ltd ACN 114 785 509 and its associated companies ("we, our, us") respects your right to privacy and adheres to the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). These 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 generally to carry out our role as property managers including the ongoing management of your tenancy. To carry out this role, we may need to disclose your personal information to others including:

- the landlord
- the landlord's lawyer, mortgagee or insurer
- referees you have nominated and managers of properties you have rented in the past
- organisations or trades people required to carry out maintenance to your premises
- Residential Tenancy Bond Authority
- Victorian & Administrative Tribunal, Courts and other Government Agencies
- Law enforcement authorities, debt-collectors or Consumer Affairs Victoria
- National Tenancy Database [NTD] a division of VEDA Advantage Information Services and Solutions Limited ABN 26 000 602 862

Your information will be added to our client databases and may be used by us to contact you in relation to

other properties, for marketing purposes and for other purposes related to our functions and activities.

Our privacy policy provides further details about how we will manage your personal information and can be viewed at www.maxwellcollins.com.au. Alternatively, please contact our Office and we will post or email you a free copy.

If you wish to access or seek correction of your personal information that we hold, or if you want to complain about our handling of your personal information, please contact us as set out below. Our privacy policy contains more details about accessing and correcting personal information and our complaints process.

OUR CONTACT DETAILS

Maxwell Collins Real Estate

By phone:

03 5222 4711

By email:

rentals@maxwellcollins.com.au

By post:

Confidential

The Privacy Officer

Maxwell Collins Real Estate

55 Myers Street, Geelong VIC 3220

TICA DEFAULT TENANCY CONTROL PTY LTD

As part of our tenant assessment process we may run a TICA check. This check profiles past tenants

and may produce personal information about your tenancy history, court orders or judgments, previous enquiries and public records. In this process we provide some of your personal details to TICA who is regulated by the Australian Privacy Principles. You can review the TICA privacy policy at www.tica.com.au/tenant.php

In making this application you authorise us:

- to make enquiries about you from TICA
- to list some of the information that you have provided to us in or with this form on the TICA system for use by TICA in the provision and supply of their services to real estate agencies and property managers.

If you are refused a lease of a property on the basis of information that we obtain about you from TICA we will tell you this. You may contact TICA to obtain access to the information that they hold about you to check the accuracy of that information and to request any necessary corrections.

TICA CONTACT DETAILS

PO Box 120

Concord NSW 2137

P: 1902 220 346

(Calls charged at \$5.45 per minute, higher fees from mobile and pay phones)

Important Information

Should your application be successful, please note the following important points:

1. Your Property Manager will call you to negotiate a lease commencement date and the keys to the premises will be handed to you after the following has occurred:

- An appointment is required for the signing of the Leases, Bond Lodgement form and payment of Bond. This must be within 48 hours of being approved. The property will remain on the rental list until such documents have been completed.
- Two weeks rent and security bond must both be paid.
 - Two weeks rent must be paid in cash.
 - Security bond must be a bank cheque or money order made out to the RESIDENTIAL TENANCIES BOND AUTHORITY (R.T.B.A).

PLEASE NOTE: We do not have EFTPOS facilities and personal cheques will NOT be accepted.

2. If you decide not to use the On The Move option available on the second page of this application, we will notify Barwon Water of your tenancy commencement. It is then your responsibility to arrange for the connection of all other services you require.

Moving? Leave it to us

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 Electricity  NBN / Broadband

 Gas  Pay TV

 Home Phone  Insurance



We guarantee that your electricity and gas will be connected on your agreed move-in date*

* T&C's Apply.



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**on the
move**

Residential Tenancy Application

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

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A. AGENT DETAILS

Maxwell Collins Real Estate

55 Myers Street, Geelong VIC 3220

Phone: (03) 5222 4711

Fax: (03) 5223 2795

Email: rentals@maxwellcollins.com.au

Website: www.maxwellcollins.com.au

Property Manager: P.M L.A

B. PROPERTY DETAILS

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

Postcode

Have you inspected the property? Yes No Date:

2. Lease commencement date?

 Day Month Year

3. Lease term?

 6 Months 12 Months Other

4. Property Rental?

\$ per week or \$ per month

\$ Bond

5. Will you be applying for a government assisted bond? Yes No

6. How many people will normally occupy the property?

Adults Children Ages:

C. PERSONAL DETAILS

7. Please give your details. Mr Ms Miss Mrs Other

Given name/s

Surname

Date of birth

Medicare number

Driver's licence number

Driver's licence expiry

8. Please provide your contact details.

Home phone number

Mobile phone number

Work phone number

Fax number (optional)

Email address

9. What is your current address?

Postcode

D. FREE UTILITY CONNECTION SERVICE



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, INTERNET, PAY TV, TENANCY INSURANCE

Ph: 1300 850 360 Fax: 1300 661 160

Email: sales@onthemove.com.au

Terms & Conditions - 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. On The Move and your Agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

No, I will connect the required utilities on my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.

E. PRIVACY 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 organisations/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 check with TICA - Phone 1902 220 346, P.O. Box 120 Concord, NSW, 2137
- (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 am aware that I may access personal information on the contact details above.

I understand pets are not permitted unless prior authorisation obtained.

We acknowledge that I / we have inspected the premises and I / we accept the property in the current condition as inspected.

I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection services to me.

Where **On The Move** is requested to arrange for the provision of the services, 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. I acknowledge that the Agent, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature

Date

