

## Tenant Privacy Statement

Due to Privacy Laws, McLaren Real Estate Pty Ltd must ensure that you 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 and estate agents.

The information on this form is being collected by McLaren Real Estate Pty Ltd. It is a condition of application for tenancy that you consent to the collection and use of this information by McLaren Real Estate Pty Ltd of your personal information. If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, the property manager will not be able to carry out their professional responsibility and will not be able to provide you with a lease/tenancy of the premises you have applied for.

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

- Other Real Estate Agents
- Residential Tenancy Tribunals/Courts
- Residential Bond Authority
- Utility Companies
- Collection Agents
- Solicitors
- Landlord
- Private Landlords
- Bureau of Statistics
- Valuers
- Referees you have nominated
- Owners Corporation
- Tradespeople
- National Tenancy Database

### THE ROLE OF THE NATIONAL TENANCY DATABASE (NTD)

NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial premises from or through licensed estate agent members of NTD. NTD also provides credit information on companies/directors applying for rented premises.

The property manager will advise NTD of your conduct throughout the tenancy and the information will form part of your tenant history.

NTD can disclose information to:

- Licensed real estate members
- NTD's parent company, Collection House Limited and its subsidiaries and related entities
- Credit Bureaus.

You can contact National Tenancy Database Pty Ltd on 8629 1608 or [www.ntd.net.au](http://www.ntd.net.au)

To view our full privacy statement please visit [www.mclaren.com.au](http://www.mclaren.com.au) or 278 High Street, Kew, Vic 3101.

By signing this form, I hereby consent that McLaren Real Estate Pty Ltd will use my personal information as outlined above.

**Name of applicant:** .....

**Signed by the applicant:**.....

## Thank you for submitting your application for one of our rental properties. To assist us with the processing of your application, please ensure the following:

Each adult applicant must complete a separate application and include the names of other applicants.

\*Applications will not be processed until all application forms with the necessary documentation are received\*

1. Attach three forms of identification, e.g. current driver's licence, passport, medicare card, bank statement.
2. Attach proof of your current address – utilities bill, bank statement.
3. Proof of income – pay slip or name and number of employer/accountant contact.
4. All tenants nominated should indicate the amount of bond which will be paid by each individual. This information will be included on the lease agreement should the application be successful.
5. If you accept another property and do not wish to proceed with your application, please phone and cancel your application IMMEDIATELY.
6. Should your application be approved you will be required to sign a lease and provide payment of the bond within 24 hours. This is to be paid by bank cheque made payable to McLaren Real Estate Pty Ltd, EFTPOS or credit card (a 2% fee applies).  
*(Please take into account daily limits of your card.)*
7. It is your responsibility to have all services connected in your name.
8. All rents are payable through Direct Debit or Rental Rewards.
9. To take occupancy and receive the keys to the property, the lease, direct debit authority and all tenancy documentation must be signed and the first month's rent and bond paid by bank cheque made payable to McLaren Real Estate Pty Ltd, EFTPOS or credit card (a 2% fee applies).

Thank you for your co-operation.

## TENANCY APPLICATION FORM

HOW DID YOU FIND OUT ABOUT MCLAREN REAL ESTATE?

Internet - which site  
  Leasing Consultant  
  Referral/Word of mouth  
  Lease Board  
  Rentlist

DATE: ...../...../.....

PROPERTY ADDRESS: .....

RENTAL PER WEEK: \$..... PER MONTH: \$..... BOND: \$.....

COMMENCEMENT DATE:..... LENGTH OF LEASE: .....

---

TELEPHONE CONTACT NUMBER: ..... EMAIL: .....

FULL NAME AND TITLE: ..... DATE OF BIRTH: .....

PRESENT ADDRESS: ..... PHONE: .....

FOR HOW LONG?..... PRESENT RENT: .....

REASON FOR LEAVING? .....

PRESENT AGENT/LANDLORD:..... PHONE: .....

EMAIL ADDRESS: .....

OR IF HOME OWNER – HOME TO BE \*SOLD/RENTED/RETAINED BY WHICH AGENT

PREVIOUS ADDRESS: .....

FOR HOW LONG?..... RENT PAID: .....

REASON FOR LEAVING? .....

PREVIOUS AGENT/LANDLORD:..... PHONE: .....

CURRENT OCCUPATION \*FULL TIME/PART TIME:.....

CURRENT EMPLOYER:.....

ADDRESS: ..... PHONE: .....

LENGTH OF EMPLOYMENT: ..... INCOME PA: \$ .....

PREVIOUS OCCUPATION: .....

EMPLOYER: .....

ADDRESS: ..... PHONE: .....

IDENTIFICATION Licence No.: ..... Passport No.: .....

MOTOR VEHICLE REGISTRATION: ..... MAKE: .....

\*DELETE WHICHEVER IS NOT APPLICABLE

EMERGENCY CONTACT NUMBER (Someone other than co-tenant) NAME:.....

ADDRESS:.....

PHONE:.....

No. OF ADULTS TO OCCUPY:..... No. OF CHILDREN:..... AGES OF CHILDREN:.....

NAMES OF OTHER TENANTS TO OCCUPY: .....

PETS: TYPE OF PET:..... BREED:..... NUMBER:..... AGE:.....

TYPE OF PET:..... BREED:..... NUMBER:..... AGE:.....

DO YOU INTEND APPLYING FOR A MINISTRY OF HOUSING BOND? YES NO

REFERENCES: RENTAL: ..... PHONE:.....

EMPLOYER CONTACT: ..... PHONE:.....

CHARACTER:..... PHONE:.....

ANY OTHER SOURCE OF INCOME: YES NO DETAILS:.....

NET WEEKLY INCOME: \$..... BANK:..... BRANCH: .....

STUDENTS: NAME OF UNIVERSITY/COLLEGE: .....

COURSE NAME:..... DURATION:.....

**DECLARATION.**

I DECLARE THAT ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT.

THE APPLICANT ACKNOWLEDGES HAVING INSPECTED THE PREMISES AND WILL ACCEPT POSSESSION OF THE PREMISES IN THE CONDITION AS AT THE DATE OF INSPECTION INCLUDING ALL FIXTURES AND FITTINGS.

THE TENANT IS RESPONSIBLE FOR THE CONNECTION AND PAYMENT OF GAS, ELECTRICITY, TELEPHONE AND WATER CONSUMPTION. MCLAREN REAL ESTATE PTY LTD CANNOT CONFIRM THAT ANY TELEPHONE LINE TO THE PROPERTY IS OPERABLE OR ABLE TO BE RECONNECTED. IT IS THE TENANT'S RESPONSIBILITY TO CHECK WITH THE TELEPHONE PROVIDER TO CONFIRM THE LINE ARRANGEMENT AND TO PAY FOR LINE CONNECTION.

THE TENANT ACKNOWLEDGES THAT THE PREMISES ARE A "SMOKE FREE ZONE" AND WILL ENSURE THEY AND THEIR INVITEES DO NOT SMOKE INSIDE THE PREMISES.

**NOTE:** THIS APPLICATION IS SUBJECT TO THE OWNER'S APPROVAL AND NO ACTION SHALL BE TAKEN BY THE APPLICANT AGAINST THE LANDLORD AND/OR THE AGENT SHOULD ANY CIRCUMSTANCES ARISE WHEREBY THE PROPERTY IS NOT AVAILABLE FOR OCCUPATION ON THE AGREED DATE OF THE TENANCY COMMENCEMENT OR IF THE APPLICATION IS UNSUCCESSFUL.

SIGNED: ..... DATE: .....