



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](mailto: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 ES TA TE 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

**connectnow.**  
We get things sorted.

P: 1300 554 323 | F: 1300 889 598  
E: info@connectnow.com.au  
W: connectnow.com.au

### Moving made easier

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

**PRIVACY CONSENT AND TERMS.** By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

☐ Yes, I accept the Terms. Please call me to connect my new services.

Signature

Date

x

/ /

## 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
- (h) transfer water account details into my name

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

Signature

Date

x

/ /

**F. APPLICANT HISTORY**

9. How long have you lived at this address?

<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
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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?

<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
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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

<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
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\$  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

<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
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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.

- |  |         |
|--|---------|
| <input type="checkbox"/> Drivers licence or passport               | 70      |
| <input type="checkbox"/> Proof of age card (keypass)               | 50      |
| <input type="checkbox"/> Student ID card                           | 50      |
| <input type="checkbox"/> Copy of Gas / Water / Electricity account | 30 each |
| <input type="checkbox"/> Copy of Mobile Phone Account              | 20      |
| <input type="checkbox"/> Copy of Medicare Card                     | 20      |
| <input type="checkbox"/> Concession/ Pension Card                  | 10      |