

## TENANCY PRIVACY STATEMENT

Chisholm & Gamon Property Pty Ltd ACN 085 870 926, Chisholm & Gamon Property Black Rock Pty Ltd ACN 145 200 095, Chisholm & Gamon Property Mt Martha Pty Ltd ACN 169 134 212 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.chisholmgamon.com.au](http://www.chisholmgamon.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

Chisholm and Gamon

By phone:  
03 9531 1245

By email:  
[privacy@chisholmgamon.com.au](mailto:privacy@chisholmgamon.com.au)

By post:  
Confidential  
The Privacy Officer  
Chisholm & Gamon  
90 Ormond Road, Elwood 3184

### NATIONAL TENANCY DATABASE

As part of our tenant assessment process we may run a National Tenancy Database check. This check profiles past tenants and may produce personal information about them such as tenancy history, details of bankruptcy,

court orders or judgments, identity and/ or Visa verification, business credit history and directorship information. In this process we provide some of your personal details to the NTD manager, who is regulated by the Australian Privacy Principles. You can review the NTD privacy policy at [www.veda.com.au/privacy](http://www.veda.com.au/privacy)

In making this application you authorise us:

- to make enquiries about you from the NTD
- to list some of the information that you have provided to us in or with this form on the NTD system for use by the NTD 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 the NTD we will tell you this. You may contact the NTD to obtain access to the information that they hold about you to check the accuracy of that information and to request any necessary corrections.

### NATIONAL TENANCY DATABASE CONTACT DETAILS

GPO BOX 13294 George Street,  
Brisbane QLD 4003

P: 1300 563 826

F: +61 7 3009 0619

E: [info@ntd.net.au](mailto:info@ntd.net.au)

[www.ntd.net.au](http://www.ntd.net.au)

## Free utility connection service

**on the move**

**On The Move are specialists in connecting and disconnecting electricity, gas, water, telephone and more!**

As part of your Chisholm & Gamon experience, On The Move will arrange your services and take the stress out of moving... What's even better is we do it for free.

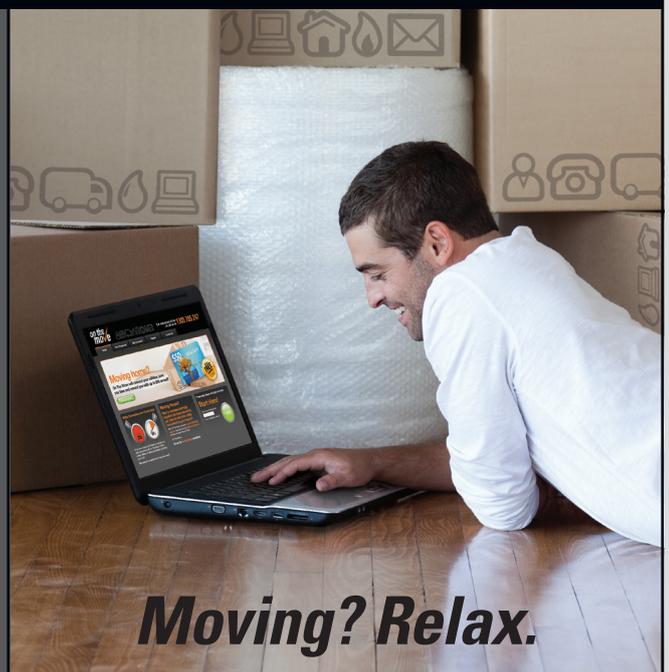
We will call you within 2 hours of receiving your application to discuss the services you want connected.

**phone**  
1300 850 360

**email**  
[sales@onthemove.com.au](mailto:sales@onthemove.com.au)

**fax**  
1300 661 160

**web**  
[www.onthemove.com.au](http://www.onthemove.com.au)



**Moving? Relax.**



# Residential Tenancy Application

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

# Chisholm & Gamon

## A. AGENT DETAILS

### CHISHOLM & GAMON PROPERTY PTY LTD

**Elwood** 90 Ormond Road, Elwood VIC 3184  
ACN 085 870 926 Phone: 03 9531 1245 Fax: 03 9531 3748

**Black Rock** 597 Balcombe Road, Black Rock VIC 3193  
ACN 145 200 095 Phone: 03 9589 3133 Fax: 03 9589 3166

**Port Melbourne** 1/103D Bay Street, Port Melbourne VIC 3207  
ACN 085 870 926 Phone: 03 9646 4444 Fax: 03 9646 3311

**Mt Martha** 7A Bay Road, Mt Martha VIC 3934  
ACN 169 134 212 Phone: 03 5974 6888 Fax: 03 5974 4787  
Email: info@chisholmgamon.com.au

## B. PROPERTY DETAILS

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

2. Lease commencement date?  3. Lease term?  Years  Months

4. Weekly Rental  \$ Bond  \$

5. How many people will be staying at the property?  
 Adults  Children Ages:

6. Please provide details of any pets.  
Breed/Type  Council registration number   
  
Property Manager

## C. PERSONAL DETAILS

7. Title  Dr  Mr  Mrs  Ms  
Surname  First name

Date of birth  Sex  Male  Female

Driver's licence number  Driver's licence state

Passport number  Passport country

Make & Model of Vehicle  Vehicle registration no. / state

8. Please provide your contact details.  
Home phone number  Mobile phone number   
Work phone number  Fax number   
Email address

9. Please provide details of your next of kin.  
Surname  First name   
Home phone number  Mobile phone number   
Address   
 Postcode   
Relationship to you

## 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.

- YES!!** I would like On The Move to contact me.
- Water** (Standard connection for all applications).

**ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL**  
Ph: 1300 850 360 Fax: 1300 661 160

**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 and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

## E. DECLARATION OF APPLICANT

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.com.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.

- I/we have inspected the premises and am/are satisfied & accept the condition of the property.
- I acknowledge that I have read and understood this privacy statement.

Print Name

Signature  Date

**F. APPLICANT RENTAL HISTORY**

10. What is your current address?

  
 Postcode
11. How long have you lived at your current address?  Years  Months

12. Why are you leaving this address?

13. Is the property at this address:

- Rented ► Go to question 14     Owned ► Go to question 15  
 Other - Please provide details

14. Please tell us about this rented property.

Name of agent

Landlord/agent's address

Landlord/agent's phone number    Weekly rent paid

 \$ 
Has your bond been refunded?     YES     NO

If NO, why?

15. What was your previous residential address?

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

17. Why did you leave this address?

18. Was this property:

- Rented ► Go to question 19     Owned ► Go to question 20  
 Other - Please provide details

19. Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone number    Weekly rent paid

 \$ 
Was bond refunded in full?     YES     NO

If NO, why?

**G. EMPLOYMENT HISTORY**

20. Please provide your employment details.

Current Employer

Position Held

Employer Contact

Phone number (landline)

Employment Length

Annual income (per annum)

 Years     Months    \$ 

Previous Employer

Position Held

Employer Contact

Phone number (landline)

Employment Length

Annual income (per annum)

 Years     Months    \$ 

21. If self employed please provide the following details.

Name of Organisation

Type of Business

Business Address

Postcode

ABN (application will not be processed if not supplied)

Position held within business

Accountant / Solicitor contact

Phone number (landline)

Trading period

Anticipated annual income

 Years     Months    \$ 

22. If you are a student, please provide details of your study.

Name of learning institution?

Faculty / Department

Course Name

Student union number

Student I.D. number

If not previously stated:

Income source

Net income per week

 \$ 
**H. REFERENCES**

23. Please provide three personal references (not related to you).

1. Name

Surname

Relationship to you

Phone / Mobile

2. Name

Surname

Relationship to you

Phone / Mobile

3. Name

Surname

Relationship to you

Phone / Mobile

**I. OTHER INFORMATION**

24. How did you find out about the property?

 Internet     Board     Office Rental List     Referral Other (please specify)
**J. PLEASE NOTE****Your application will be processed as soon as possible, usually 24 to 48 hrs. We will call you with the outcome.**

- **If your application is successful**, you will be required to pay Bond being equivalent to one month's rent by either bank cheque or money order payable to the Residential Tenancies Bond Authority (RTBA). It is important your payment is received within 24 hours of such notification or the next applicant may be given preference, or the property re-listed.
- **We have a common rent date of the 20th of each month.** Therefore, your 2nd rental payment will be an adjusted amount, which your Property Manager will advise you of. Thereafter, each month a full month's rent will be payable on the 20th of each month in advance.
- **Any appointment should be organized with our office** to sign the leases and pay the balance of monies due (rent) by either bank cheque or money order.
- **It is your responsibility to have all services** (such as telephone, gas, electricity and water) connected in your name to coincide with your date of occupation. It is also your responsibility to insure your possessions, as the landlord's insurance policy does not cover your personal possessions.

**Please provide us with Photo Identification.****Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed.**