



Member Office

## Application for Residential Tenancy

### **PRIVACY ACT 1988**

#### **NOTICE OF COLLECTION OF PERSONAL INFORMATION**

The Agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify that information, and to process and evaluate the tenancy application. As part of the verification and evaluation process, the Agent, without limitation, may:

- Disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property; and
- Disclose to, and obtain from, third party operators of tenancy reference databases, information about the Applicant in order to gain information about the Applicant.
- *TICA database search*

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(insert any additional purposes)

If the application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and trades people maintaining and repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement, but fails to comply with its obligations under that agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

The Applicant can gain access to any personal information which the Agent holds about the Applicant, by contacting the Agent specified on the front of the tenancy application. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent may charge the Applicant a reasonable fee to provide the requested access.

The Agent will take all reasonable steps to correct any personal information held by the Agent about the Applicant which the Applicant shows to be inaccurate, incomplete or out-of-date.

If the information described in the tenancy application is not provided, the Agent may refuse to accept and process the application.