



MY REALTY QLD PTY LTD

Address : P.O.Box 691, Biggera Waters 4216 QLD

Phone no : 0433 808 233

Email : cynthia.chai@myrealty.com.au

Tenancy Privacy Statement

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers.

Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, My Realty collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Add : P.O.Box Biggera Waters 4216 QLD
Phone : 0433 808 233
Email : cynthia.chai@myrealty.com.au

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

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

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organization/trades people required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Authority** (personal cheque or cash will not be accepted).
4. Initial payment must be paid by bank cheque or direct credit to My Realty QLD Pty Ltd Trust Account.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database or TICA
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. Your application is regarded as a confidential document and it will be destroyed if your application is unsuccessful. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy.

It is important that your payment is received within 24 hours of such notification or the next applicant may be given preference or the property re-listed.

Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgment Form, all monies have been paid and the tenancy has commenced.

No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Remember, it is tenant's 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 the tenant's responsibility to insure their possessions. The landlord's insurance policy does not cover your possessions.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of My Realty that all rental payments are made direct debit as payment of weekly/monthly rent.

Signed by the:

Applicant _____

Print Name _____

Date _____