

## TENANT PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, from December 21, 2001 all property managers 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 Duffy Forsyth & Co Pty Ltd collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: (03) 9593 1900  
Facsimile: (03) 9592 8686  
Email: [forqol@bigpond.com](mailto:forqol@bigpond.com)  
In person: 72 Church St, Brighton, 3186  
Visit website: [www.realestateview.com.au](http://www.realestateview.com.au)  
Or: [www.realestate.com.au](http://www.realestate.com.au)

This information will be made available from 21 December 2001.

### PRIMARY PURPOSE

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 the lease/tenancy of the premises.

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

- The Landlord
- The Landlord's Lawyers
- The Landlord's mortgagee
- Referees you have nominated
- Organizations/Trade people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents & Landlords

### SECONDARY PURPOSES

We also collect your personal information to:

*Please tick each box if you consent to the use and disclosure.*

- Enable us, or the Landlord's Lawyers, to prepare the lease/tenancy documents for the premises.
- Allow organizations/trades people to contact you in Relation to maintenance matters relating to the premises
- Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Courts and Statutory Authorities (where necessary)
- Refer to collection Agents/Lawyers (where default/enforcement action is required)

Please refer to top of second column

- Provide conformation details for organizations contacting us on your behalf i.e Banks, Utilities (Gas, Electricity, Water, Phone.) Employers etc.

### NTD DISCLOSURE STATEMENT

You can contact **National Tenancy Database Pty Ltd** (ABN 65 079 105 025) "ntd" by:

Telephone: (03) 9416 2366  
Facsimile: (03) 9416 1640  
Email: [kim@ntd.net.au](mailto:kim@ntd.net.au)  
In Person: 1/191 Johnson St, Fitzroy, 3065  
Visit Website: [www.ntd.net.au](http://www.ntd.net.au)

From December 2001, you can gain access to your personal information.

### PRIMARY PURPOSE

**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 property from or through licensed real estate agent members of **NTD**.

**NTD** also provides credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise **NTD** of your conduct throughout the lease/tenancy, and that information will form part of your tenant history.

**NTD** usually discloses information to:

- Licensed real estate agent members
- NTD's** parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities.
- Credit Bureaus

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 will not be able to provide you with a lease/tenancy of the premises.

Signed by the applicant \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Month Year

\_\_\_\_\_  
(Witness)