

Business Tenancy Application Form

Rental Application Form

A. AGENT DETAILS

Metro Property Management Pty Ltd
 Ground Floor, 461 Whitehorse Road
 Balwyn VIC 3103
 Phone: 03 9831 3000
 Fax: 03 9836 3433
 Email: info@metropm.com.au



B. PROPERTY DETAILS

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

Postcode

2. Rental per week Rental per month Inspected the property?

 Yes No

3. Date Inspected

4. Lease start date?

5. Lease term

Years Months

6. How many people will normally occupy the property?

Adults Children & ages _____

C. PERSONAL DETAILS

7. Please give us your business details

Business Name

Trading As

Accountant/Financial Controller

ABN/ACN

Business phone no.

Fax no.

D. IMPORTANT INFORMATION PLEASE READ

- **BOND PAYMENT** – Once your application has been approved you are required to supply either a **BANK CHEQUE OR MONEY ORDER ONLY** made out to RTBA (Residential Tenancies Bond Authority) This payment must be sent to us within three days of approval
- **FIRST MONTHS RENT** – This payment must also be made in the form of a **BANK CHEQUE OR MONEY ORDER ONLY** made out to Metro Property Management Pty Ltd. Keys will not be handed over unless these payments are made.
- Keys will not be handed over until the lease agreement has been signed by all applicants.
- 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.

In order for your application form to be processed YOU MUST:

- View the property internally Provide a copy of your drivers licence
 Provide 3 recent pay slips Initial and sign the Privacy Declaration

E. 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
 In Person: 1/191 Johnston Street, Fitzroy, Vic. 3065
 Website: www.ntd.net.au

From 21st 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:

- Licenced 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.

Disclaimer

I _____ hereby authorize Metro Property Mgt to disclose this information to the landlords, to perform all credit and other checks as may be deemed appropriate by Metro Property Mgt and in accordance with the tenant privacy statement.

Signature _____ Date _____

DECLARATION & PRIVACY STATEMENT

Due to 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 Metro Property Mgt Pty Ltd collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: (03) 9831 3000 Facsimile: (03) 9836 3433 Email: info@metropm.com.au.
 In Person: Ground Floor, 461 Whitehorse Road, Balwyn 3103
 Visit Website: www.metroroom.com.au

This information will be made available from 21st 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 this 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
- Organisations / Trades people required to carry out maintenance to the premises
- Residential Tenancies Bond Authority (RTBA)
- Victorian Civil and Administrative Tribunal (VCAT)
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents & Landlords
- Staff members of the Metro Property Management

SECONDARY PURPOSES

We also collect your personal information to:

Please initial

Please initial if you consent to the use and disclosure of:

- Enable us, or the Landlord's lawyers, to prepare the lease/tenancy Documents for the premises _____
- Allow organizations / trades to contact you in relation to maintenance matters relating to the premises _____
- Pay/release rental bonds to/from Rental Bond Authorities _____
- Refer to Tribunals, Courts and Statutory Authorities (where necessary) _____
- Refer to Collection Agents / Lawyers (where default/enforcement action is required) _____
- Provide confirmation details for organizations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone.), Employers etc. _____

If your personal information is not provided to us, and you do not consent to the users to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.