

FILLING IN YOUR TENANCY APPLICATION

When filling in your tenancy application, please be aware the application must be filled in, **in full** .

You ***must*** provide us with **3 references**, They must be rental references or professional work references . Character reference will not be accepted . You must address every question, and if it does not apply to you then put N/A. (not applicable).

Your chances of securing a property for rent will depend on how well detailed your application form is.

We will not accept your application if it has information missing.

All applications are put to the Landlord for consideration, if you have missing information. your application will not be looked at by either our office or the Landlord.

PRIVACY ACT 1988

COLLECTION NOTICE

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed for the purpose for which it is collected, to other parties, including the landlord. Referees, financial institutions, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. The Agent may disclose information to other parties on the internet.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If the Applicant would like to access his/her personal information held by Agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process this application.

PRIVACY ACT ACKNOWLEDGMENT

In accordance with Section 18(1)(B) of the Privacy Act I authorise you to give information and to obtain information from all credit providers and references named on this application. I understand and agree the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the tenancy application submitted by me.

Applicant Name: (Print):.....

Applicant Signature:.....

Date:.....