

Please be advised that your application will be processed once the **red X** and initiated sections on the 'secondary purposes' on this page are completed.

Email: info@metropm.com.au
Fax: 03 9836 3433



RESIDENTIAL TENANCIES ACT 1997
Section 439C
NOTICE OF USUAL USE OF DATABASE

Important information for the person completing this notice
You must complete this Notice and give it to the applicant when the application for the tenancy agreement is made, whether or not you intend to use this residential tenancy database(s) for deciding whether a tenancy agreement should be entered into with the applicant.

The name(s) of the residential tenancy database(s) the landlord usually uses, or may use, for deciding whether a tenancy agreement should be entered into with a person are as follows:

Residential tenancy database:

National Tenancy Database (NTD)

How to contact and obtain information from the operator of this database: (NB: these are NOT MetroPM's contact details)

1/191 Johnston Street, Fitzroy Vic 3065

Phone: (03) 9416 2366 Email: info@ntd.net.au

Why does the landlord use a residential tenancy database?

The reason the landlord uses a residential tenancy database is for checking an applicant's tenancy history.

Dated: ____/____/20____

Name x _____

X _____
Applicant(s) signature

Would you like to keep a copy of your application form? Yes No

(NB: make a photocopy of this completed Notice and attach it to the tenancy application)

IMPORTANT INFORMATION – PLEASE READ

Once your application has been approved, you are required to transfer the bond payment and first months rent into Metro's Trust Account. The account details will be provided to you via email.

These payments must be made within 24 hours of your application being approved.

Keys will not be handed over until the Lease Agreement has been signed by all applicants and the bond and first months rent is paid.

This application is accepted subject to the availability of the property on the provision that the following information is provided.

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

- View the property internally
- Provide a copy of your drivers license
- Provide 3 recent pay slips
- Initial & Sign the Privacy Declaration

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 74010230716 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 Management to disclose this information to the landlords, to perform all credit and other checks as may be deemed appropriate by Metro Property Management and in accordance with the Tenant Privacy Statement.

Signature X _____ 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 Management 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: 461 Whitehorse Rd, Balwyn 3103 Visit website: www.metropm.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 and Landlords
- * Staff member of Metro Property Management Pty Ltd

SECONDARY PURPOSES

We also collect your personal information to:

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

- * 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 & 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. _____

Please Note: 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.

BUSINESS TENANCY APPLICATION FORM:

A. AGENT DETAILS

Metro Property Management Pty Ltd
Suite 9, Level 2, 400 Canterbury Road
Surry Hills, VIC, 3127
Ph: (03) 9831 3000
Fax: (03) 9836 3433
Email: info@metropm.com.au
Website: www.metropm.com.au



B. PROPERTY DETAILS

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

First preference:

[Text box for address] [Text box for Postcode]

Second preference:

[Text box for address] [Text box for Postcode]

Third preference:

[Text box for address] [Text box for Postcode]

2. Rental per week [Text box \$] Rental per month [Text box \$] Inspected the property? Yes No

3. Date Inspected [Text box]

4. Lease start date? [Text box] 5. Lease term [Text box] Years [Text box] Months [Text box]

6. How many people will normally occupy the property? [Text box] Adults [Text box] Children & ages [Text box]

8. Where did you find out about this property?
 metropm.com.au realestate.com.au realestateview.com.au
Other, please specify [Text box]

C. BUSINESS DETAILS

9. Please provide your business details
Business Name [Text box]

Trading As [Text box]

ABN/ACN [Text box]

Accountant/Financial Controller [Text box]

Business Phone [Text box] Fax no. [Text box]

Email [Text box]

D. IMPORTANT NOTE - ONCE APPROVED

Due to the fact that this application is for a company to lease the selected property, once approved we will require a representative of the approved company to sign all lease documents on the company's behalf. Therefore, Metro PM requires a letter on company letterhead confirming that the chosen representative has full permission to sign all necessary documentation on the company's behalf. This letter must be signed by the company director/owner. This letter may be included with the application or alternatively faxed or emailed after approval.

Has this letter been included with your application? Yes No

E. UTILITY CONNECTIONS



Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

Electricity Gas Water Phone Internet Pay TV

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

Yes, I accept the Terms. Please call me to connect my new home services

Signature: [Text box] Date: [Text box]

P: 1300 554 323 | F: 1300 889 598 | connectnow.com.au

Would you or your company like to subscribe to our email newsletter?
Yes No

Email address for the newsletter [Text box]

