



Privacy Act Acknowledgement Form

Tenant Applicants & Approved Occupants

In accordance with Privacy Principles 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when passed into an agent.

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: Pacific Realty
Address: PO Box 219 Southport BC, QLD 4215
Phone: (07) 5532 8900 Fax: (07) 5526 3525
Email: info@pacificrealty.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

- During and after the tenancy we may need to disclose your personal information to Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

Pacific Realty Pty Ltd ABN 44 092 725 534
2608 Level 6 Southport Central 2, 5 Lawson Street, Southport
✉ PO Box 219 Southport BC, Queensland 4215 Australia
☎ (07) 5532 8900 📠 (07) 5526 3525



Pacific Realty is a member of
TICA Default Tenancy Control System

We require the following information to be supplied to process an application:

I/we agree to supply any of the following information to assist in the processing of this application and agree that the agent may photocopy any item and retain as part of this application.

	1st Applicant	2nd Applicant
<input type="checkbox"/> Photo Identification – (eg. Passport or Drivers License)	YES / NO	YES / NO
<input type="checkbox"/> Proof of last residential address (e.g. Telephone account)	YES / NO	YES / NO
<input type="checkbox"/> Last FOUR rent receipts or tenant’s payment ledger.	YES / NO	YES / NO
<input type="checkbox"/> Supporting proof of income for payment of rental Employed – Last TWO pay slips Self-Employed – bank statement, group certificate or Accountants letter Unemployed – Centrelink Statement	YES / NO	YES / NO
<input type="checkbox"/> Privacy Act – Collection Notice Signed	YES / NO	YES / NO

I/We declare the following:

1. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
2. Applications will only be processed on a fully completed and signed tenancy application form.
3. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT DATABASE and any other tenancy database available. I/We understand that in the event of such a default being reported, the removal of such information is subject to the guidelines of the database companies.
4. I/We the applicant/s do solemnly and sincerely declare that the information provided is true and correct. I/We understand the application process and understand that the agent is not legally obliged to give a reason if the application is rejected.
5. I/We acknowledge that we received from the lessor or agent Forms 17A and 18A before signing this application.
6. I/We acknowledge that both the lessor and I/we as tenants are bound by this application immediately on communication of the lessor’s acceptance of it.
7. I/We acknowledge that upon acceptance of this application, two weeks rent and rental bond (4 weeks rent) will be required in cleared funds prior to moving in.
8. I/We agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 7 above.

First Applicant: _____

Date: ____/____/____

Second Applicant: _____

Date: ____/____/____



TICA Statement

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

- Phone: 1902 220 346 calls are charged at \$ 5.45 per minute including GST (higher from mobile or pay phone)
- Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 plus a stamped self addressed envelope is required.

Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further Information About TICA

Full details about TICA can be found on TICA’s website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

First Applicant

Second Applicant

Signature

Signature

Print Name

Print Name

_____/_____/_____
Date Day Month Year

_____/_____/_____
Date Day Month Year