

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
Ground Floor, 461 Whitehorse Road
Balwyn Vic 3103
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]
[Text box] Postcode

Second preference:

[Text box]
[Text box] Postcode

Third preference:

[Text box]
[Text box] Postcode

2. Rental per week Rental per month Inspected the property?
\$ \$ Yes No

3. Date Inspected

[Text box]

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

6. How many people will normally occupy the property?
 Adults Children & ages _____

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

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

This is a free service that connects all of your utilities

PO Box 1519, Box Hill Vic 3128 P: 1300 664 715
F: 1300 664 185 www.directconnect.com.au

Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service. Please tick utilities as required:

Electricity Gas Water Phone Internet Pay TV

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Connection Details" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

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

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

Email address for the newsletter
[Text box]

