



# Management / Leasing Appointment Agreements

## *PRIVACY ACT 1988*

### ***NOTICE OF COLLECTION OF PERSONAL INFORMATION***

The Agent use will only use personal information collected from the Client, including personal information included in the property management appointment form, to:

- act as the Client's agent and to provide the services contemplated under the appointment agreement;
- promote the services of the Agent or third parties (such as insurance services) to the Client;
- service and advise other existing and potential clients (by comparing rental properties); and
- \_\_\_\_\_  
(insert any additional purposes)

The Agent may, to the extent necessary to carry out its appointment or as otherwise permitted by the Privacy Act, disclose such information to third parties including to potential and current tenants, newspaper and other media organizations, persons engaged to maintain or repair the property, owners' corporations, and government and statutory bodies. The Agent may also disclose details of a tenancy to other existing or potential clients in order to promote or provide services to those clients.

The Client can gain access to any personal information which the Agent holds about the Client, by contacting the Agent. The Agent's contact details are provided in the appointment form. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent may charge the Client a reasonable fee to provide the requested access.

The Agent will take all reasonable steps to correct any information which the Client shows to be inaccurate, incomplete or out-of-date.

Real estate and tax laws require some of the information described in the appointment form to be collected. If certain information is not provided, the Agent may not be able to act effectively on the Client's behalf or act for the Client at all.