

# GUARANTOR PACK

<b>BUILDING / UNIT No.</b>	BUILDING: Smith	UNIT:
<b>GUARANTOR NAME</b>		
<b>TENANT/APPLICANT NAME</b>		

- To be a guarantor & support the applicants tenancy application, please complete this form in full & provide all requested documentation.
- Once completed, please email this form along with all supporting documents to [rentals@smithcollective.com.au](mailto:rentals@smithcollective.com.au)
- If approved, the guarantor will be added to the lease as a lease holder.

### PACK CONTENTS:

1. Guarantor Document Checklist
2. Guarantor Declaration
3. Guarantor Application
4. Guarantor Privacy Statement

<b>GUARANTOR IDENTIFICATION DOCUMENTS REQUIRED - One document from EACH section must be included</b>
<input type="checkbox"/> Passport &/or <input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Drivers Licence, <input type="checkbox"/> Proof of Age Card, <input type="checkbox"/> Other Government ID: e.g. Pension Card, Student Card
<u>Documents on which <b>your name</b> and <b>current address</b> appear:</u>
<input type="checkbox"/> Current Vehicle Registration Certificate <input type="checkbox"/> Telephone / Electricity / Gas Account <input type="checkbox"/> Rates Notice

<b>GUARANTOR PROOF OF INCOME DOCUMENTS REQUIRED – Documents marked as essential <i>must</i> be included</b>
<input type="checkbox"/> Two (2) most recent pay slips ( <b>essential</b> ) <input type="checkbox"/> Most Recent Bank Statements showing transaction history ( <b>essential</b> ) <input type="checkbox"/> Employment Contract <input type="checkbox"/> Letter from accountant (if self-employed) <input type="checkbox"/> Centrelink Income Statement <input type="checkbox"/> Superannuation Fund Income Statement (if retired)

## GUARANTOR DECLARATION

I, (full name) \_\_\_\_\_, as the guarantor for the applicant (full name) \_\_\_\_\_, being my (relationship to you) \_\_\_\_\_, hereby understand and agree to guarantee all terms and conditions of the application and lease for the property, (address) **Smith** \_\_\_\_\_ - \_\_\_\_\_ at the agreed rental price of \$ \_\_\_\_\_ .00 each and every week with lease commencing on (date) \_\_\_\_\_.

The guarantor understands and agrees that he/she will also be listed as a lessee (lease holder) for the duration of the tenancy and this shall remain in full effect even if the lease is renewed, changed or extended in any way.

\_\_\_\_\_  
**Guarantor Signature**

## GUARANTOR DETAILS

<b>TENANT/APPLICANTS NAME</b>		
<b>BUILDING / UNIT No.</b>	BUILDING: Smith	UNIT:

<b>GUARANTOR DETAILS</b>		
Guarantor Full Name:		
Other Names you have been known by:		
Mobile Phone:	Email Address:	
Date of Birth:	Town & Country of Birth:	
Drivers Licence No.:	Expiry:	
Passport No.:	Expiry:	
<b>Australian Citizen</b>		
<input type="checkbox"/> YES <input type="checkbox"/> NO – attach copies of Passport and Visa		Visa Expiry Date:

<b>GUARANTOR ADDRESS DETAILS:</b>				
<input type="checkbox"/> Renting	<input type="checkbox"/> Owned	<input type="checkbox"/> Living with Friends/Family	<input type="checkbox"/> Sharing, Not on lease	<input type="checkbox"/> Other
*Address in full:				
*Rent Per Week: \$	*Period of Occupancy:	Years:	Months:	
*Agent/Landlord:			*Contact Name:	
*Landlord Phone:		*Landlord Email:		
If Bond is held, do you expect the full bond to be refunded? <input type="checkbox"/> Yes <input type="checkbox"/> No    Why?				

<b>GUARANTOR EMPLOYMENT DETAILS:</b>				
*Current Employer:			*Your Position:	
*Address:				
Employment Status:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract
*Length of Employment:	Years:	Months:		
*Payroll/Managers Name:			*Phone Number:	
*Income: Gross P.A: \$	Net WEEKLY: \$	*Pay Slips Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>or IF SELF EMPLOYED:</b>				
Company Name:			Trading As:	
Address:			ABN:	
Period Self Employed: Years		Months	Nature of Business:	
Accountant Name:			Phone:	
Income: Gross PA \$		Net WEEKLY \$	Accountant Letter: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>OTHER INCOME SUPPORT: (please attach)</b>				
<input type="checkbox"/> Superannuation	<input type="checkbox"/> Centrelink Income Statements	<input type="checkbox"/> Austudy Documents	<input type="checkbox"/> Other Employment	

# GUARANTOR PRIVACY STATEMENT

**Jones Lang LaSalle**, together with its subsidiaries and affiliates, is a leading global provider of comprehensive real estate and investment management services.

Jones Lang LaSalle (Qld) Pty Ltd (JLL) is committed to protecting the privacy of all customers and clients who utilise our services. In order to ensure that we are consistent in this approach, we have adopted a Privacy Policy to comply with the Australian Privacy Principles (APP) introduced on the 12th March 2014. The following Privacy Policy details the mechanisms that JLL has put in place to manage your personal information and protect your privacy.

## Collection of Personal Information

JLL generally collects personal information directly from you when you with us, for example when you appoint us as a property manager or become a resident. JLL may collect personal information about you when you deal with us over the telephone, send us correspondence, deal with us by way of email or electronically over the internet by submitting an online form, or when you have contact with us in person. We also access personal information available on commercial databases which is used in the processing of tenancy applications and marketing of our services.

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

You can choose not to provide your personal information to us, generally the information we request from you is required in order for us to provide you the services we offer.

## Use of Personal Information

We collect, update and use personal information about you to carry on our business, including but not limited to:

- Leasing and management of properties including payment of creditors and landlords through electronic payment systems
- Processing of tenancy applications including confirmation of identity, assessment of ability to meet rental payments and take appropriate care of a property during a tenancy
- Establishment of rent payment services when you become a resident...e.g.: direct debit, payment books, etc. Contact of next of kin in an emergency situation
- Research and development of new products and services
- Training and quality control processors
- Positive identification and verification purposes when communicating with you over the telephone.
- Communication of a related company's or a third party's marketing offers to you and/or other parties nominated on forms completed by us for you
- To meet our legal obligations... e.g.: In accordance with legislation

## Disclosure of your personal information

As stated, the above information is collected for a variety of purposes. In fulfilling the duties and obligations associated with these uses, it is sometimes necessary to disclose your data to a third party... e.g.: A maintenance contractor, building inspector or valuer engaged to perform work on the property. If you are a resident and you default on your tenancy agreement, then the information may also be disclosed to a tenancy database for use by another member agent. When information is disclosed to any other party, it is done in accordance with the provisions of the Privacy Act and other legislative requirements which may exist at the time.

## Disclosure of personal information to overseas parties

We may disclose your personal information to recipients within Australia or to overseas Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information and ensure that third parties comply with the Australian legislation.

## Access to your personal information

Any person who has provided personal information to us may access this information and provide corrections to it if appropriate. This will be carried out in accordance with the provisions of the Privacy legislation. If you become aware that your personal details have changed, such as your telephone number, address, please contact us so that we can continue to provide you with our products and services.

**Storage and Security of Personal Information**

In addition, we have technological and operational security policies and procedures in place to protect your personally identifiable information from loss, misuse, alteration or unintentional destruction. Our personnel who have access to the data have been trained to maintain the confidentiality of such information.

**Website Data**

The extent and type of information we receive from you on our external websites depends on the information you provide to us through our contact mailboxes and/or through any registration processes on our sites.

We may also use it to provide you with marketing material about Jones Lang LaSalle services, unless you opt out of receiving this information as provided below. We also use personal information for the purposes of providing our services to clients, maintaining client relationships (such as informing our clients and prospective clients of properties and services that may be of interest to them) and for our other related business activities.

Some of our websites may invite you to contact us or to provide information about yourself. We use the information you provide to personalize your online experience and to deliver the content most suited to your needs.

In addition, "cookies" (i.e. small text files placed on your computer when you first visit the site) are used on some of our websites. Most browsers now recognize when a cookie is offered and permit you to refuse or accept it. If you are not sure whether your browser has this capability, you should check with the software manufacturer, your company's technology help desk or your Internet service provider.

Cookies are primarily used to enhance your online experience and are not used to track the navigational habits of identified visitors, unless we obtain your permission to do so.

We also use an analytics based cookie called ProspectFinder which lasts as long as the browser is open. This cookie is used to register which pages the visitor has been visiting during the session and to identify users according to the domain they enter the site via.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org) or [www.aboutcookies.org](http://www.aboutcookies.org).

**Further Information**

Jones Lang LaSalle recognizes its responsibility for protecting the online privacy of your personal information. If you have questions or comments about our administration of your personal information, or would like to opt out of receiving any marketing material from us, please contact us at [privacy@joneslanglasalle.com](mailto:privacy@joneslanglasalle.com). You may also use this address to communicate any concerns you may have regarding compliance with this Privacy Policy.

**NAME OF GUARANTOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**GUARANTOR SIGNATURE:** \_\_\_\_\_