RENTAL APPLICATION

PRIVACY COLLECTION NOTICE

EFFECTIVE 10 SEPTEMBER 2026

LOCAL KNOWLEDGE. PERSONALISED SERVICE.

Agency details

Legal entity	Daniel James Realty Pty Ltd
Trading name	Daniel James Realty
ABN / ACN	46 701 665 723 / 701 665 723
Queensland licence	4984764
Business address	2/31 Kyoto Street, Brassall QLD 4305
Office	07 3916 4175
Legal and administration email	daniel.billett@danieljamesrealty.com.au
Website	www.danieljamesrealty.com.au

Rental Application Privacy Notice

This collection notice applies when you enquire about or apply for a rental property managed by Daniel James Realty.

1. Information collected and purpose

We may collect identification and contact details, rental and employment history, income and affordability evidence, references, proposed occupants and pets, identity documents and other information relevant to assessing the application and managing the premises. We collect only information relevant to those purposes or otherwise authorised by law.

2. If information is not provided

We may be unable to assess an incomplete application, verify information, contact referees or prepare tenancy documents. Declining optional marketing consent does not affect the application.

3. Disclosures and systems

Information may be disclosed to the property owner, referees, employers, previous agents or lessors, identity or fraud-verification services, utilities and service providers where reasonably necessary. Systems may include PropertyMe, the selected rental-application platform, Microsoft 365, cloud storage and electronic signing, and TICA. Owners should receive only information reasonably necessary to make a decision; identity documents and bank details are not routinely provided where unnecessary.

4. TICA tenancy database

We may search TICA when permitted. A tenancy database listing may only be made in circumstances allowed by Queensland law and after required notice and opportunity to respond. If a search shows a listing, we will provide the written information required by law. Contact us to request details, access or correction.

5. Overseas and digital handling

Some cloud and service providers may disclose or make information available to recipients in the United States or other provider locations. Reasonable steps are taken where required by privacy law. Do not send identity

documents through social media or an unverified address; use the nominated application or secure channel.

6. Human review and software assistance

Software may validate fields, organise documents, identify missing information, perform database or verification checks, and produce indicators for review. A person reviews the application and makes or confirms the material decision; applications are not intended to be approved or declined solely by a computer program.

7. Security and destruction

Access is restricted to relevant authorised persons. For tenancy agreements commencing on or after 1 May 2025, unsuccessful-applicant information is securely destroyed after 3 months and tenancy information is securely destroyed within 7 years after the tenancy ends. Inspection photographs are included. Statutory core records are retained for at least their required minimum period.

8. Access, correction and complaints

Contact the Privacy Officer at daniel.billett@danieljamesrealty.com.au, 07 3916 4175, or 2/31 Kyoto Street, Brassall QLD 4305. Our full Privacy Policy explains your rights and complaint options.