

Applying for a Property to Lease with Composure

Thank you for considering leasing with Composure Property Management, please ensure you read and fill in all the pages to ensure your application is processed promptly.

Please have had a good look around the property or request another viewing if required to ensure the property meets your needs. The property will be leased in its current condition unless items are stipulated by the Property Manager of change. The owner is under no obligation to make any changes. **You acknowledge having inspected the property and accept possession in the condition it was at the time of inspection.**

- ❖ One applicant must have viewed the property prior to being accepted for a lease.
- ❖ Anyone over the age of 16 years of age must fill in an application form.
- ❖ Please provide proof of income – last 3 pay slips, centre link statement, group certificate, bank statement and or letter of employment.
- ❖ Please provide copies of identification – drivers license, passport, visa, bank card, medicare card.
- ❖ An application cannot be processed without all required fields filled in, full signatures from all applicants and all applicants documents as requested attached.
- ❖ If applying for State Housing bond please note our policy is all monies must be in the agency trust account prior to handing over keys for the property to lease. Please allow 10-14 days for the funds to be deposited.

If your application is unsuccessful the lessor or agent are under no obligation to disclose the reasons for being declined. The lessor will determine based on the information provided the most suitable applicant for the property. An application is processed as a whole and not on any one particular item.

If your application is successful you are required to pay an option fee within 24 hours. If you wish to cancel the option of entering into a Residential Tenancy Agreement or you do not comply with pre-requisites including signing of the agreement by the stipulated time or payment of monies in full, the option fee will be forfeited and the lessor may enter into another agreement with another person. Money that is required prior to taking possession of a premises is - The first two weeks rent and security bond (equivalent to four weeks rent) plus a pet bond \$260 if applicable, this full amount is to be deposited into the agency trust account prior to signing and collecting keys.

Annexure A Form – Special Conditions that will be included in Residential Property Lease

ITEM	DESCRIPTION
Item 1	

Applicants Signature _____

Applicants Signature _____

Applicants Signature _____

Applicants Signature _____

Applicant 1 Details (To be completed by each applicant over the age of 16 years old)

Given Names		Family Name	
Current Address		State	
Suburb		Postcode	
Phone Number		Work	
Date of Birth			
Email			
Are you an Australian Citizen		If NO country of Citizenship	

DOCUMENTS CONFIRMING IDENTITY
Drivers License No and State :
Passport Number:
Other ID:
Vehicle & Registration No:
Other Information Supporting Your Application:

(All referees and contacts provided will be contacted)

RENTAL HISTORY	
Current Managing Agent Whom rent is paid to	
Rental Amount Paid	
Period Rented From and To	
Reason For Leaving	
PREVIOUS RENTAL HISTORY	
Current Managing Agent Whom rent is paid to	
Rental Amount Paid	
Period Rented From and To	
Reason For Leaving	

OCCUPATION
Employer:
Period of Employment:
Phone No:
Wage:
IF LESS THAN 12 MONTHS, NAME & ADDRESS OF PREVIOUS EMPLOYER

CHARACTER REFERENCE 1.
Name:
Address:
Phone No:
Relationship to Applicant:

CHARACTER REFERENCE 2. Someone other than a relative
Name:
Address:
Phone No:
Relationship to Applicant:

NEXT OF KIN
Name:
Address:
Phone No:
Relationship to Applicant:

EMERGENCY CONTACT
Name:
Address:
Phone No:
Relationship to Applicant:

Applicant 2 Details (To be completed by each applicant over the age of 16 years old)

Given Names		Family Name	
Current Address		State	
Suburb		Postcode	
Phone Number		Work	
Date of Birth			
Email			
Are you an Australian Citizen		If NO country of Citizenship	

DOCUMENTS CONFIRMING IDENTITY
Drivers License No and State :
Passport Number:
Other ID:
Vehicle & Registration No:
Other Information Supporting Your Application:

(All referees and contacts provided will be contacted)

RENTAL HISTORY	
Current Managing Agent Whom rent is paid to	
Rental Amount Paid	
Period Rented From and To	
Reason For Leaving	
PREVIOUS RENTAL HISTORY	
Current Managing Agent Whom rent is paid to	
Rental Amount Paid	
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Reason For Leaving	

OCCUPATION
Employer:
Period of Employment:
Phone No:
Wage:
IF LESS THAN 12 MONTHS, NAME & ADDRESS OF PREVIOUS EMPLOYER

CHARACTER REFERENCE 1.
Name:
Address:
Phone No:
Relationship to Applicant:

CHARACTER REFERENCE 2. Someone other than a relative
Name:
Address:
Phone No:
Relationship to Applicant:

NEXT OF KIN
Name:
Address:
Phone No:
Relationship to Applicant:

EMERGENCY CONTACT
Name:
Address:
Phone No:
Relationship to Applicant:

Applicant 3 Details (To be completed by each applicant over the age of 16 years old)

Given Names		Family Name	
Current Address		State	
Suburb		Postcode	
Phone Number		Work	
Date of Birth			
Email			
Are you an Australian Citizen		If NO country of Citizenship	

DOCUMENTS CONFIRMING IDENTITY
Drivers License No and State :
Passport Number:
Other ID:
Vehicle & Registration No:
Other Information Supporting Your Application:

(All referees and contacts provided will be contacted)

RENTAL HISTORY	
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Rental Amount Paid	
Period Rented From and To	
Reason For Leaving	
PREVIOUS RENTAL HISTORY	
Current Managing Agent Whom rent is paid to	
Rental Amount Paid	
Period Rented From and To	
Reason For Leaving	

OCCUPATION
Employer:
Period of Employment:
Phone No:
Wage:
IF LESS THAN 12 MONTHS, NAME & ADDRESS OF PREVIOUS EMPLOYER

CHARACTER REFERENCE 1.
Name:
Address:
Phone No:
Relationship to Applicant:

CHARACTER REFERENCE 2. Someone other than a relative
Name:
Address:
Phone No:
Relationship to Applicant:

NEXT OF KIN
Name:
Address:
Phone No:
Relationship to Applicant:

EMERGENCY CONTACT
Name:
Address:
Phone No:
Relationship to Applicant:

Applicant 4 Details (To be completed by each applicant over the age of 16 years old)

Given Names		Family Name	
Current Address		State	
Suburb		Postcode	
Phone Number		Work	
Date of Birth			
Email			
Are you an Australian Citizen		If NO country of Citizenship	

DOCUMENTS CONFIRMING IDENTITY
Drivers License No and State :
Passport Number:
Other ID:
Vehicle & Registration No:
Other Information Supporting Your Application:

(All referees and contacts provided will be contacted)

RENTAL HISTORY	
Current Managing Agent Whom rent is paid to	
Rental Amount Paid	
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PREVIOUS RENTAL HISTORY	
Current Managing Agent Whom rent is paid to	
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OCCUPATION
Employer:
Period of Employment:
Phone No:
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IF LESS THAN 12 MONTHS, NAME & ADDRESS OF PREVIOUS EMPLOYER

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Phone No:
Relationship to Applicant:

NEXT OF KIN
Name:
Address:
Phone No:
Relationship to Applicant:

EMERGENCY CONTACT
Name:
Address:
Phone No:
Relationship to Applicant:

TENANT PRIVACY STATEMENT

The applicant agrees for the lessor/agent to use the information provided by yourself for the purpose of checking the applicants good character and tenancy history. This personal information can be used at any time throughout the lease as required for contact reasons if applicant is unavailable or not responding, for the purpose of passing on personal information for enquiries made for your future rental references, for the purpose of reference checks and database searches. As required to pass onto a third party including another Real Estate agencies, landlords, Insurance companies and debt collectors. Personal information for prospective applicants are collected and disclosed to the follow sources including but not limited to –

- (a) TICA
- (b) National Tenancy Database Pty Ltd
- (c) The lessor
- (d) The landlord
- (e) Referees Nominated in the Application
- (f) Other Real Estate Agencies
- (g) Insurance Companies
- (h) Lawyers
- (i) Rental Bond Authorities
- (j) State Housing Authorities
- (k) Collection Agents
- (l) Referees
- (m) Contractors/tradespeople
- (n) Courts/Tribunals/ State Authorities

Personal Information will not intentionally be passed onto a third party for any marketing or purpose not required for Composure Property Management. The information provided by all parties will enable us to prepare a Residential Tenancy Agreement. If you do not consent to any or all of the above, we cannot assess your application as a potential tenant without risk to our clients. Consequently, the application will not be processed and Composure Property Management cannot provide you with a Residential Tenancy Agreement for any property within our agency.

Contact Information for a tenant to gain personal information from a database is as follows-

TICA – Phone (02) 97433266

Website – www.tica.com.au

Address – PO Box 120, Concord NSW 2137

National Tenancy DataBase – Phone 1300563826

Website – www.ntd.net.au

Address – GPO Box 13294, George St 120, Brisbane QLD 4003

Applicants signature: _____ Date: _____

Applicants signature: _____ Date: _____

Applicants signature: _____ Date: _____

Applicants signature: _____ Date: _____