

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	
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 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	
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 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	
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:

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: _____

“Annexure A” To be included in the Residential Tenancy Agreement

ITEM 1	<p>Pets – A pet kept on the property for any length of time must be authorised by the lessor with written confirmation. A \$260 pet bond will be required on acceptance, this does not allow permission to home any further pets on the property only the accepted pet. On acceptance the tenant is aware and agrees to a REIWA pet form being required to be filled in and clauses followed.</p> <p>The tenant agrees on vacate to have the property fumigated with a flea treatment by a professional pest control company may be required at a tenant cost.</p> <p>If any animal kept on the property is causing a nuisance or damage, the tenant may be asked to have the pet removed from the property.</p> <p>A tenant shall not keep a restricted breed dog as defined under the (Dog restricted Breeds Regulation 2002.)</p>
ITEM 2	<p>Pool/Spa– Where the lessor provides a pool or spa service with the Residential Lease, the tenant agrees to pay for chemicals as invoiced, the service does not include regular cleaning this is the responsibility of the tenant. The tenant agrees to maintain the pool/spa and any associated pool/spa equipment during the term of the lease. The tenant agrees to not drain the pool without written confirmation from the lessor. If chemicals are supplied at the property at the beginning of the lease, it is expected a comparable quantity of the same chemicals will be provided by the tenant at the end of the lease. Where a pool is not serviced, the tenant must provide a chemical test report on the water balance of the pool not less than 48 hours old on vacate. The tenant acknowledges and agrees to ensure the water level is kept at the correct height for both Spa and Pools to avoid any pump burnout, a burnout as a result of the low water level will be a tenants cost for replacement.</p> <p>The tenants acknowledge that the use of temporary pools is prohibited in a property without confirmation from both City Council for regulations and the lessor.</p>
ITEM 3	<p>Unlicensed vehicles – The tenant is aware and agrees that unlicensed vehicles are not permitted to be kept at the property without written authorisation from the lessor.</p>
ITEM 4	<p>Lawns/Gardens – The tenant agrees to maintain the lawns and gardens, mow and edge lawns, and prune any bushes and plants when required. Tenants are to regularly water (according to restrictions – any fines issued from Water Corporation will be invoiced through to the tenants), weed and feed the lawns and fertilise the gardens to keep them in a healthy state. Tenants agree to keep grounds clean and tidy free from weeds and rubbish, and not to cut down or remove any shrubs or trees without written confirmation from the lessor. It is the responsibility of the tenants to keep the reticulation free from grass, sand and to remain in good working order, any damaged reticulation from machinery, pets, tenants and or guests are to be replaced at the tenants cost. The tenant acknowledges a bore will require testing throughout the banned watering season to ensure it does not run dry and lawns and gardens may require hand watering. Any faults with the bore or reticulation is to be reported immediately, where necessary the tenant agrees to hand water in the interim to continue the condition of lawns and gardens.</p> <p>Tenants are aware and agree that no vehicle is to be parked on the lawns, gardens or verge areas. The tenant acknowledges any damage as result will incur a cost of restoration to the tenant.</p>
ITEM 5	<p>Flooring – The tenant agrees to ensure protection is placed under furniture to protect flooring throughout, this includes protective pads, felt, carpet strips for wooden floors and furniture which may result in colour transformation on carpet, mats or protection where desk chairs are used. The tenant acknowledges that steams mops and chemicals cannot be used on wood or vinyl flooring. Indoor plants are not to be kept inside the property unless they are in catchment pots, exterior pots causing damage to decking and or staining to flooring will result in a cost to the tenant for rectification. Grout on tiled surfaces must be kept cleaned at all times, discolouration may require tenant rectification on vacate. The tenant agrees where longer leases stand, the tenant will have the carpets professionally cleaned every 12-18 months to reduce damage and deterioration. Carpets are to be professionally cleaned on vacate.</p>
<p>TENANT INTIALS _____</p>	

ITEM 6	<p>Contents Insurance – The tenant acknowledges it is their responsibility to arrange contents insurance for their own personal belongings at a tenant’s expense, to cover them for theft, accidental property damage and or damaged caused to personal property through any event whilst leasing the property. The lessor’s insurance does not cover any damage to personal items or as a result of burglary.</p>
ITEM 7	<p>Keys/ Electronic device – The lessor will supply one set of keys and or electrical device for the purpose of entering and securing of the premises, please note the lessor is not responsible to supply keys that may not be available for all locking devises unless for entering or security purposes. Should a tenant require more than the set provided, the cost will be that of a tenant at their own expense. The tenant agrees to return all keys and devices including extra copied throughout the tenancy prior to 5pm of the vacate date. Failure to do so may result in either the tenant being charged rent on a daily basis until returned or a locksmith being issued at the tenants cost for cutting extra keys or changing the locks as required. Should tenants lock themselves out of the premises during working hours, the office may be able to accommodate with the extra keys to gain access to the premises, the office is under no obligation to supply another set of keys or to attend on such an occasion. If after hours it is a tenant’s responsibility to contact a locksmith for the purpose of gaining access only, all costs involved are the responsibility of a tenant. AT NO TIME SHOULD A TENANT ATTEMPT TO BREAK INTO THE PROPERTY. In case of burglary or stolen keys where security is at risk please contact you Property Manager immediately, keys and lock replacement will be the responsibility of the tenant, the office will require a set of keys an explanation and police report number for the changing of locks.</p>
ITEM 8	<p>Maintenance – The tenant agrees to maintain in clean good working order all fixtures, fittings and inventory in the same condition as the commencement of the lease, it is acknowledged by the tenant to report maintenance in writing via email, website or online portal as soon as practically possible to avoid further maintenance issues. Any damaged caused by not reporting may result in the tenant being responsible for the cost of damage.</p> <p>The tenant is requested to further contact the office should they not have had a response from a contractor within 7 days, unless urgent and within 24 hours.</p> <p>The tenant acknowledges that should a contractor report the fault is found to be caused by the tenant or no fault is found, the tenants will be responsible for the full cost of the invoice. This includes if items are found disposed of down drains and toilets causing blockages, neglect or misuse by tenants and/or guests i.e fats, toys, unsanitary items etc</p> <p>Light globes are to be replaced at a tenant cost, if contractor advices a certain globe is to be used the tenant agrees to these on replacement. All globes must be functioning on inspection.</p> <p>Smoke alarms must be kept maintained and in good working order at all times, it is the tenants responsibility to replace the battery. The tenant agrees to carry out regular checks to ensure they are in good working order and report any issues as soon as soon as practically possible.</p> <p>The tenant agrees to use drip tray or a covering in the carport/ garage to prevent oil staining and also under bbqs to protect pavers/flooring from grease. Should stains be evident on vacate the tenant may be liable for cost of removing.</p>
ITEM 9	<p>Smoking – The tenants acknowledge and accepts that smoking is not permitted inside the property at any time. The tenant is responsible to ensure no persons on the premises are smoking inside. The tenants will be responsible for the cost to rectify staining, deodorising and/or replacement of any furnishings that cannot be rectified. Please ensure the correct disposing of cigarette butts, any butts found on vacate may result in further costs for a tenant for removal and cleaning.</p>
ITEM 10	<p>Window Treatments - The tenant agrees to keep all window treatments clean and in good condition, any hooks, blind weights, cords etc must be replaced if broken or become unattached. Please ask your Property Manager for appropriate ways to have the treatments cleaned, any damaged caused by neglect will be the cost of replacement by a tenant. The tenant agrees on vacate that the blinds and /or curtains will be cleaned as per instructions, failure to do so may result in having them professionally cleaned at a tenants cost.</p> <p>TENANT INTIALS _____</p>

ITEM 11 **Keeping premises clean** – The tenant acknowledges and accepts the responsibility of keeping the premises in clean and sanitary state free from dirt, grease, insects and vermin throughout the lease. The tenants are responsible for the cleaning of exhausts, rangehood and filters throughout the property at all times. The tenants are made aware and agree to not using abrasive products and materials on any stainless steel items. The tenant acknowledges and accepts that stickers, tape, blue tac or any other form of adhesive is not permitted without confirmation from the lessor. The tenant will be responsible for any damage caused and costs of repairs.

Dryers are not permitted to be installed without the lessors written consent. Where there is a dryer installed on the premises the tenant agrees to regularly air the area and keep the dryer and area free from lint at all times.

The tenants are aware that dishwashers supplied with the property are to be cleaned on a regular basis including filters, items are to be rinsed free from food scraps before placing them in the dishwasher. Any maintenance required through food blockages may result in being a tenants cost.

The tenant agrees to ensure bathrooms are well ventilated and exhaust fans are in use always to prevent mould and mildew, any mould/mildew is to be cleaned immediately to prevent build up and/or damage.

It is the tenants responsibility to ensure the premises are free from insects and vermin inside and outside the property, the tenant agrees to clean spider webs regularly and provide maintenance products to keep pests at a minimum. Any outbreaks or infestations please contact the Property Manager. Any fumigation required caused from poor cleanliness, neglect and/or pets will be at a tenants cost.

The tenant agrees to ensure council rubbish bins are out for collection on allocated days and kept clean. Furthermore the tenant agrees to store the bins an appropriate area inside their property boundary and to ensure bins are brought back in once emptied on collection days. The tenants agree to dispose of personal items for Council verge collection in a tidy manner no earlier than a week prior to collection days. Tenants agree to remove all personal items on vacate and place council bins out for collection, failure to do so may incur removal costs for the tenant. The tenant agrees to clean council bins prior to vacating.

ITEM 12 **Further Occupants/Change of Contacts details or tenants** - The tenants accept and agree the property is only occupied by those tenants whose names appear on the lease unless otherwise agreed, except children. If further occupants wish to reside in the property they are required to fill in an application form to be approved by the lessor prior to them moving in. If a tenant wishes to vacate it is to be approved by all parties including the lessor, the tenant remains responsible for the current lease until such a time all parties have agreed in writing and completed a bond variation. The office takes no responsibility for the exchange of bond monies or damage to the property between tenants, tenants listed on the lease are responsible for any persons entering the premises at any time. The lessor is under no obligation to accept any changes to a Tenancy Agreement. The tenant agrees to notify the agent of the lessor informed of change of contact details including employment at all times by providing change of details as soon as practical.

ITEM 13 **Invoices/Utilities** – The tenant agrees to pay all charges within 14 days of receipt of invoice, failure to do so may result in non-renewal of lease or breach of the Residential Tenancy Agreement. The tenant agrees to notify commencement and end of lease to all utilities provided at the property. The tenant agrees to pay for all associated costs involved. The lessor makes no representation about the availability of phone lines, Foxtel and/or NBN availability to the premises, the tenant must make their own enquiries. Any installations required are to have written approval from the lessor prior, any damage caused from the tenants contractor or if the lessor would like removal of the item at vacate is the cost of tenant rectification.

ITEM 14 **Property For Sale** – If the premises you are leasing comes up ‘for sale’ please work with your Property Manager for the best outcome. Sales representatives are entitled to bring prospective purchasers through at a reasonable time on a reasonable day. Unfortunately, this may be inconvenient but communication and negotiation is the best approach, the sales rep will work with you during this time.

TENANT INTIALS _____

ITEM 15 **Inspections** – First inspection will be scheduled for 6 weeks from the start lease date, subsequent inspections are scheduled quarterly. You will receive documentation via email with a checklist, please advise the office if the allocated day and time is not suitable. The inspector will be using an APP which takes photographs to send through to the lessor with a property condition report. The tenant agrees to present the property in a neat and tidy state for good representation of their tenancy with all appliances, lights, air con etc in good working order. Every second inspection will be a maintenance inspection and may take a little longer to inspect, please have available cupboards, walls etc that may be affected by wet areas, ensure reticulation and remotes are in good working order. If there are pets at the property please have them restrained for all areas of the property to be inspected. Please ensure any security alarms are turned off for the day of inspection. Any properties that require reinspect due to unsatisfactory inspection may result in breach with a cost of \$77.00 for reinspect at a tenants cost.

ITEM 16 **Alterations to the property** – The tenants acknowledge having inspected the premises prior to making an application and accept the condition at the time of signing the lease. The tenant shall not make any additions or alterations to the property without written consent from the lessor, this includes picture hooks including 3M which could result in damage to surfaces. The tenant may be liable for and damages caused.

ITEM 17 **Purpose of dwelling other than agreed to in the lease** – The tenant shall not cause or permit the premises to be used for any illegal purposes or cause nuisance during the tenancy. The tenant shall use the premises for a residential dwelling only and any other use of the premises must have written authorisation from the lessor. Failure to do so is a breach of the Residential Tenancy Agreement and may result in the tenancy being terminated.

ITEM 18 **Rental Payments** – Rent is required to be paid into the trust account prior to the due date, it is recommended to stay two weeks in advance to ensure any delays such as weekends, public holidays etc don't interfere with your transfer. Tenants have access to online portals to view the current paid to date at any time. If you are experiencing any problems or delays with payments please consult with your Property Manager immediately to avoid any further action, communication is the key. The lessor is not obligated to accept any delays in rental payments, lack of communication or rent arrears may result in Breach of Tenancy Agreement or result in Termination. If a Breach or Termination is issued this is a permanent record on your tenancy ledger. Tenants are reminded that further action may also result in the tenants being registered on the National Tenancy Database which can affect future rentals.

ITEM 19 **Property Condition Report** – Tenants confirm they have received two copies of the Property Condition Report at sign up one hard copy and one copy electronically.

TENANT INTIALS _____
Tenants are aware the Property Condition report is to be returned to the office within 7 days, fully signed. If not returned the tenants are aware the original copy can be used on Final Inspection.

ITEM 20 **Ending Lease** - The tenant is aware a minimum of 30 days notice is to be given in writing for intentions of vacating the property at the end of the lease if on a fixed term lease, and a minimum of 21 days notice in writing if on a periodic lease. The tenant agrees to all monies payable are to be paid prior to vacate, tenants are aware it is an offence for a tenant to fail or refuse to pay rent under the Residential Tenancy Agreement with intention of the lessor claiming through the tenants security bond. Prompt payment of outstanding rent and invoices is expected. On notification of vacate, tenants will receive a vacate pack with guidelines and checklists. The tenant agrees to return the property back to condition comparable to the commencement of the lease, the lessor may claim for any damages, costs incurred or losses involved as a result in the difference in the Property Condition Report.
Tenants agree to allow access for a reasonable amount of viewings per week for the purpose of releasing the premises to prospective applicants at a minimum of 21 days prior to end of lease date.

TENANT INTIALS _____

ITEM 21 **Electronic Notification** – The tenants are aware and agree to receiving all notifications regarding the lease via electronic means, this includes but is not limited to inspection notices, breaches and terminations.

ITEM 22 **Emergency Contacts** – The tenants are aware in case of an emergency or where the tenant is not contactable, the Property Manager may use the emergency contacts, next of kin, employer and or other contacts listed on the application to make contact with a tenant.

ITEM 23 **Break Lease** -The tenants understand the Residential Tenancy Agreement is a binding contract and they have a legal responsibility to honour the terms of the agreement. The tenants acknowledge written confirmation is required as soon as practical for a break lease notification. The tenants agree to pay associated costs for advertising, upkeep of the property, rent and invoices payable until the end of their contract or until a new lease is in place, including any losses that a lessor may incur as a result of the breaking of contract.

Included but not limited to the following as a guide, subject to change –

Internet advertising - \$99.00

Any other advertising cost agreed too

Final Bond Inspection - \$99.00

New tenant database check - \$5.17 per applicant

The portion of the leasing fee remaining until contract end date

Rent until the contract comes to an end or the day before a new tenants lease commences

Invoices incurred until the contract comes to an end or the day before a new tenants lease commences

Upkeep and maintenance of the property, pool, spa, gardens, lawns etc until the contract comes to an end or the day before a new tenants lease commences

Any difference in rent between the contract rental price and new tenants accepted contract rental price

Any usual vacate costs including professional carpet cleaning and flea treatment

A break lease can be a costly exercise, please consult with your Property Manager prior to making this decision for guidance. The lessor can claim for any losses incurred as a result of your break lease situation. The lessor is not obligated to accept any application that is found to not be suitable for the property. The tenant agrees to allow access to the property for the purpose of releasing at any time requested. The tenant also agrees to take into consideration the Property Manager is experienced in the market and are willing to consider suggestions made in order to have the property leased as quick as possible. The tenants agree to present the property at its best at all times. The Property Manager will make all efforts to lease the property as quick as possible but takes no responsibility for change in market conditions, if the property is not presented in its best state or if applicants are unsuccessful.

Communication is the best approach to working together.

TENANT INITIALS _____