



Commercial Tenancy Application

To Lease Commercial & Retail Premises

Please be advised that this application will only be processed once ALL details have been completed and all copies of supporting documents are attached.

Property Address:	Date:
-------------------	-------

Name of Proposed Tenant/s:

If Proposed Tenant is a Company:

A.C.N	A.B.N	GST Registered: Yes <input type="checkbox"/> No <input type="checkbox"/>
-------	-------	--

Registered Address:

Contact Person:	Position in Company:
-----------------	----------------------

Current Business Address:

How long have you been at this address:	Current Rent:
---	---------------

Phone:	Mobile:	Fax:
--------	---------	------

Email:

Current Landlord/Agent:	Landlord/Agent Contact Number:
-------------------------	--------------------------------

Bankers:	Branch:
----------	---------

Personal Guarantors

Applicant/Director 1

Full Name:

Residential Address:

Home Ph:	Work Ph:	Mobile:
----------	----------	---------

Email Address:	Driver Licence No:
----------------	--------------------

Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, Landlord/Agent:
--	------------------------

Contact Name:	Contact Number:
---------------	-----------------

Applicant/Director 2

Full Name:

Residential Address:

Home Ph:	Work Ph:	Mobile:
----------	----------	---------

Email Address:	Driver Licence No:
----------------	--------------------

Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, Landlord/Agent:
--	------------------------

Contact Name:	Contact Number:
---------------	-----------------

If Proposed Tenant is Not a Company

Full Name:		
Residential Address:		
Home Ph:	Work Ph:	Mobile:
Email Address:		Drivers Licence No:
Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, Landlord/Agent Name:	
Contact Name:	Contact Number:	

Proposed Lease Details

Description of Business:		
Proposed Use:		
Term of Lease:	Options:	Proposed Annual Rent:
Proposed Commencement Date:		
Security Deposit:	Rent Reviews:	
Proposed Works to be Carried Out By Tenant:		
Other Comments:		

Accountant:	
Contact Name:	Contact Number:
Solicitor:	
Contact Name:	Contact Number:

Business Trade References *(written preferred, please attach)*

Name:	Contact No:
Name:	Contact No:
Name:	Contact No:

Experience

Please provide us with details of your current and past retail and business experience – if insufficient space, provide a separate business plan

Retail Experience

Business/Management Experience:

Other Relevant Details:

Asset & Liability Schedule

ASSETS	APP 1 (\$)	APP 2 (\$)	LIABILITIES	APP 1 (\$)	APP 2 (\$)
Cash at Bank			Bank Over Draft		
Debtors			Creditors		
Other			Other		
Total			Total		
Real Estate			Mortgages		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
Vehicles			Vehicles		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
Other Assets			Other Loans		
Shares					
Furniture					
Total Assets			Total Liabilities		

Combined Gross Worth: \$	Combined Nett Worth \$
--------------------------	------------------------

I/we hereby certify that the above statement is true and correct and that all of the Assets and Liabilities listed above are owned personally by me/us.

Signed: _____ Date: _____

Signed: _____ Date: _____



Tenant Application Checklist

To assist you wish your tenancy application we provide the following, which details the documents you need to include with your application. Your application **CANNOT** be processed unless all documents are provided.

To prevent any inconvenience to you, please check off the items and ensure you have all documents attached.

Identification:

Provide a copy of **ONE** (1) form of photo identification:

- Current Driver's Licence, OR
 Current Passport or Visa (if applicable)
 Proof of Age Card

Provide copies of **TWO** (2) forms of other identification:

- Birth Certificate
 Medicare Card
 Health Care Card
 Pension Card

Provide copies of **TWO** (2) documents showing your name and address, for example:

- Motor Vehicle Registration
 Electricity or Gas Account
 Water Account
 Telephone Account
 Tax Assessment Notice

Free Utility Connection Service:

myconnect[®]
a really smart move

MyConnect will contact you to connect your utilities for FREE



- Yes, Please Contact Me**
 Interpreter required
 OR Tick here to opt out

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



1300 854 478 enquiry@myconnect.com.au myconnect.com.au



Privacy Protection of Information (Privacy Act 1988)

Authority to Investment Property Specialists, authority that credit information may be given:

To aid in the application assessment process for commercial, retail and industrial premises, I authorise you to obtain information about my credit worthiness and financial position.

These reports may contain:

- Personal information about me in relation to my application for premises.
- Information about my commercial activities in relation to my application for premises.
- Other information in relation to my commercial credit activities.

I understand the information may be used for the following purposes:

- To assess an application by me for the lease of a premises.
- To assess my credit worthiness and financial position.

Bankers View

I authorise you to receive bankers' opinion about my business, trade and profession.

Authority for Trade References

I authorise you to receive trade references for any purpose relating to an application for commercial or industrial premises. I authorise you to obtain from my accountant a statement of assets and liabilities.

The applicant acknowledges that no binding lease or agreement to lease shall arise until such time as formal lease documentation has been prepared and executed by both parties.

Confirmation (please tick)

The applicant agrees that they have inspected the property in person and fully accept the state and condition in which the property was viewed.

YES NO

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Additional requests