

# Commercial Application Form



RayWhite

Premises: \_\_\_\_\_

Applicant: \_\_\_\_\_  
(can be an individual or a company name) (lease will be prepared in this name)

Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(leave blank if same as individual applicant)

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

ABN: \_\_\_\_\_

Intended Trading Name: \_\_\_\_\_

If applicant is a company, provide all directors' details

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Business References

1. Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Proposed Lease Term: \_\_\_\_\_

Proposed Further Term: \_\_\_\_\_

Proposed Commencement Date: \_\_\_\_\_

Rental Rate: \_\_\_\_\_

Outgoings to be paid by the Tenant: Yes/No  
(please circle)

Proposed use of the Premises: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Proposed Rent Reviews: \_\_\_\_\_

Proposed Rent free period: \_\_\_\_\_

Proposed Works to Property: \_\_\_\_\_

\_\_\_\_\_

Please provide copies of business financials (eg: profit and loss report, business tax return)

Please provide 100 points of ID

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TENANT INFORMATION FOR COMPLETING AN APPLICATION FORM

### Processing Applications

We aim to process applications within 3 business days. Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references.

When we have completed checking references, the application is then presented to the Landlord. The Landlord may then take time to deliberate on the decision and has the final say on whether or not the application will be approved.

We will contact you to advise whether your application has been successful or not. Please be mindful that if an email address has been supplied we will use this as the main point of contact.

Your application along with all supporting documents is regarded as confidential. If your application is deemed unsuccessful it will be destroyed. Please advise our office if you wish to put your application towards another one of our properties and we will hold the application on file for a further 7 days.

### ALL TENANTS MUST PROVIDE THE FOLLOWING

100 Point Identification Check (The following identification has been photocopied & is attached to this application)

*If the applicant is a company, all Directors must meet 100 points each*

Item	Points	X
FULL Recent Bank Statement	(Mandatory for ALL applicants)	<input type="checkbox"/>
Driver's licence or Passport	80	<input type="checkbox"/>
Other Photo ID	20	<input type="checkbox"/>
Medicare Card	20	<input type="checkbox"/>
Telephone / Electricity / Gas Account	20	<input type="checkbox"/>
Rental Receipts	20	<input type="checkbox"/>
Written rental reference from Agent/Landlord	20	<input type="checkbox"/>

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_