

COMMERCIAL TENANCY APPLICATION FORM

Please provide copies of as many of the following supporting documents as possible in order for us to process your application as fast as possible:

PROOF OF FINANCIAL WELLBEING:

- Bank Statements
- Profit / Loss Statements
- Payslips
- Proof of Income

PROOF OF IDENTIFICATION

Must include at least one photo ID

- Australian Driver's License
- Passport
- Medicare Card
- Birth Certificate
- Bank / Debit Card

PROOF OF ADDRESS - Residential and Commercial

- Energy Bills
- Telephone / Internet Bills
- Rent Receipts
- Copy of Lease

And please include anything else that you believe would impact on the decision of accepting this application.

All information provided by you in this application must be accurate and true, it is illegal to provide misleading information in this document. Please make sure you read every section carefully and contact our office if you do not understand any part of this document. If information is left blank or supporting documents are not provided this may impact negatively on the decision that is made regarding this application.

COMMERCIAL TENANCY APPLICATION FORM

PROPERTY: _____

DATE: _____

NAME OF PROPOSED TENANT: _____

4/99 Dora Street
Morisset, NSW 2264

P: +61(02) 4970 5411

F: +61(02) 4970 5720

E: morisset.nsw@raywhite.com

IF THE PROPOSED TENANT IS A COMPANY:

A.C.N: _____ A.B.N: _____ GST REGISTERED: _____

REGISTERED ADDRESS: _____

CONTACT PERSON: _____ POSITION IN COMPANY: _____

CURRENT BUSINESS ADDRESS: _____

HOW LONG HAVE YOU BEEN AT THIS ADDRESS: _____ CURRENT RENT: _____

PHONE: _____ MOBILE: _____

EMAIL: _____ FAX: _____

CURRENT LANDLORD/AGENT _____

AGENT PHONE _____ BANKERS: _____

AGENT EMAIL _____ TELEPHONE NO: _____

BRANCH: _____

DETAILS AS TO GUARANTORS:

Individual 1. Name: _____

Private Address: _____

Phone: _____ Mobile: _____

Email Address: _____

Date of Birth: _____ Drivers Licence No: _____

Tax File Number: _____

Individual 2. Name: _____

Private Address: _____

Phone: _____ Mobile: _____

Email Address: _____

Date of Birth: _____ Drivers Licence No: _____

Tax File Number: _____

IF THE PROPOSED TENANT IS NOT A COMPANY:

Individual 1. Name: _____

Private Address: _____

Phone: _____ Mobile: _____

Email Address: _____

Date of Birth: _____ Drivers Licence No: _____

Tax File Number: _____

Individual 2.

Name: _____

Private Address: _____

Phone: _____ Mobile: _____

Email Address: _____

Date of Birth: _____ Drivers Licence No: _____

Tax File Number: _____

PROPOSED LEASE TERMS:

DESCRIPTION OF BUSINESS: _____

PROPOSED USE OF PREMISES: _____

TERM OF LEASE: _____ LEASE OPTIONS: _____

PROPOSED COMMENCEMENT DATE: _____ PROPOSED RENT (ANNUAL): _____ (inc GST)

OUTGOINGS: _____ BOND: _____ ANNUAL RENT REVIEW: _____

WORKS PROPOSED TO BE COMPLETED BY PROPOSED TENANT: _____

WORKS REQUESTED BY THE PROPOSED TENANT: _____

OTHER REQUESTS: _____

SOLICITORS FOR TENANT: _____

Attention: _____ Phone: _____

Fax: _____ Email: _____

ACCOUNTANTS FOR TENANT: _____

Attention: _____ Phone: _____

TRADE REFERENCES:

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

4. _____ Phone: _____

TICA APPLICATION FOR TENANCY

In order to process this application all questions must be answered fully. The completion of this application is not acceptance. Failure to fully complete this application may result in the application not being processed. I/We the said applicant/s declare that all the information contained in this application is true and correct, and that the information is provided of my/our freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for the verification of the details provided.

I/We declare the following;

1. I/We inspected the above property on _____
2. I/We wish to apply to rent the above property for a period of _____ months. Commencing on _____
3. I/We agree that the rent is \$ _____ per month and that the rental bond is \$ _____
4. I/We the applicant/s declare that I/we am/are not bankrupt and that I/we have not entered into any scheme of arrangement for payment of monies to any creditors. I/We further declare that I/we am/are not paying off any previous debt.
5. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
6. I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
7. I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/we understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
8. I/we agree and understand that in the event of this application being approved all initial monies will be paid to the agent by BANK CHEQUE OR MONEY ORDER.
9. I/we agree that no keys for the property will be provided by the agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above.
10. I/we agree that I/we will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy
11. I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
12. I/we agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/we will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

I/we acknowledge that I/we have read and understood all 5 pages (including the cover page) of this application form. And I/we have given accurate and true responses in every section of this application.

Signed by the Applicant/s

(Signature)

(Print Name)

/ /

Day

Month

Year

(Signature)

(Print Name)

/ /

Day

Month

Year