

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: _____

NAME OF PROPOSED TENANT: _____

Ray White Morisset

P 02 4970 5411 E morisset.nsw@raywhite.com

IF THE PROPOSED TENANT IS A COMPANY:

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

REGISTERED BUSINESS ADDRESS: _____

DIRECTOR 1: _____ I AM SOLE DIRECTOR / SECRETARY: _____ (If no, provide details below)

DIRECTOR 2: _____ COMPANY SECRETARY: _____

CURRENT OPERATIONAL ADDRESS: _____

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

PHONE: _____ MOBILE: _____

EMAIL 1: _____ EMAIL 2: _____

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: _____

CONTINUE BELOW IF A COMPANY OR INDIVIDUAL.....

CURRENT LANDLORD/AGENT _____

AGENT PHONE _____ AGENT EMAIL _____

EMERGENCY CONTACT :

NAME: _____ RELATIONSHIP: _____

PHONE: _____ EMAIL : _____

SOLICITORS FOR TENANT: _____

Attention: _____ Phone: _____

Fax: _____ Email: _____

ACCOUNTANTS FOR TENANT: _____

Attention: _____ Phone: _____

TRADE REFERENCES:

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

4. _____ Phone: _____

ASSET & LIABILITY SCHEDULE:

ASSETS	Applicant 1(\$)	Applicant 2(\$)	LIABILITIES	Applicant 1(\$)	Applicant 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.		
Shares			Other Loans		
Other Assets					
Total Assets			Total Liabilities		
Combined Gross Worth: \$			Combined Net Worth \$		

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: _____

THIS APPLICATION IS TO BE READ IN CONJUNCTION WITH:

- 1. NSW Retail Tenant's Guide**
- 2. Tenancy Privacy Statement**
- 3. Lessor's Disclosure Statement**

TENANCY PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you and/or your company in this form to assess your application for tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees and references. Your consent to us collecting this information is set out below. We may disclose personal information about you and/or your company to the owner of the property to which this application relates. If this application is successful we may disclose your details or details of your company to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you or your company to the owners of any other properties at your request. You have the right to access personal information that we hold about you or your company by contacting our privacy officer 02 4970 5411. If you do not complete this form or do not sign the consent below then your application for tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I/we the Applicant/s acknowledge that I/we have read the Privacy Disclosure Statement. I/we authorise the Agent to collect information about me/us from:

1. My/Our Previous letting agents and/or landlords;
2. My/Our personal referees and trade references;

3. Any Tenancy Default Database which may contain personal information about me/us. I also authorise the Agent to disclose details about any defaults by me/us under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I/we authorise the Agent to disclose the personal information collected about me/us to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Beevo is a complimentary service for our business clients that takes the hassle out of connecting your new site. We will arrange a specialist to be in contact once your lease is complete. If you are connecting your own services please advise your agent and tick this box: Please do not contact me, I will arrange my own services. A copy of the Beevo privacy policy is available at www.beevo.com.au. The agent/ agency may receive a benefit for providing a client with this service.

Signed by the Applicant/s

Director or Individual 1

(Signature)

(Print Name)

Date

Director or Individual 2

(Signature)

(Print Name)

Date

Company Secretary

(Signature)

(Print Name)

Date

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 (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

Director or Individual 1

(Signature)

(Print Name)

Date

Director or Individual 2

(Signature)

(Print Name)

Date

Company Secretary

(Signature)

(Print Name)

Date