

COMMERCIAL / INDUSTRIAL APPLICATION FOR LEASE

Address of premises being applied for

APPLICANTS DETAILS

Applicant (if applicable)

First/Given Name(s)

Surname

Home Address

Home Telephone No.

Work Telephone No.

Mobile Telephone No.

Email Address

Date of Birth

Drivers License No.

Drivers License State of Issue

Passport No.

Passport Issuing Country

Tax File No.

COMPANY DETAILS

Company Name / Trading As

Company Address

How long has the company occupied this premises

Rent or Own?

Postal Address (if different from Company Address)

Telephone No.

Fax No.

Type/Nature of Business

Average Annual Income

ACN

ABN

Company Tax File No.

Name of Current Landlord / Agent Details

Contact Telephone No.

Monthly Rent

Was the Bond Refunded in Full?

COMPANY DIRECTOR(S)

1) First/Given Name(s)

Surname

Home Address

Home Telephone No.

Work Telephone No.

Mobile Telephone No.

Email Address

Date of Birth

Drivers License No.

Drivers License State of Issue

Passport No.

Passport Issuing Country

2) First/Given Name(s)

Surname

Home Address

Home Telephone No.

Work Telephone No.

Mobile Telephone No.

Email Address

Date of Birth

Drivers License No.

Drivers License State of Issue

Passport No.

Passport Issuing Country

APPLICATION DETAILS

Your Proposed Use of the Premises

Annual/Monthly Rental

Lease Period

Option(s)

Lessee's Proposed Works *(if any)*

Special Conditions *(if any)*

REFERENCES

Your referees should be people or companies who have known you or you have had a business association with for a period of at least 12 months: (A minimum of three (3) referees required)

1) Company /Person

Name of Contact Person

Position

Contact Number(s)

Period of Association

2) Company /Person

Name of Contact Person

Position

Contact Number(s)

Period of Association

3) Company /Person

Name of Contact Person

Position

Contact Number(s)

Period of Association

4) Company /Person

Name of Contact Person

Position

Contact Number(s)

Period of Association

5) Company /Person

Name of Contact Person

Position

Contact Number(s)

Period of Association

PLEASE NOTE

- One month's rent in advance, and a security deposit is required upon commencement of the lease.
- Personal Guarantees are required for leases in a company name.
- In the event that the landlord is registered for GST, GST is payable on the rental and outgoings.
- According to the standard REIV Commercial Lease, all outgoings are payable by the tenant.
- According to the standard REIV Commercial Lease, any fees associated with lease preparation are payable by non-retail tenants.
- A deposit of \$500 MUST accompany the Application otherwise it will not be processed.
- This Application is subject to approval by the landlord.
- Security deposits are to be held on behalf of the Lessee in an interest bearing trust account.

Applications for Tenancy – Privacy Act 1998 Collection Notice

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. The Agent may also disclose information to other parties on the Internet. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988. If the Applicant would like to access his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application.

ACKNOWLEDGEMENT

By signing this Application Offers to lease the premises from the Lessor for then rent and on the terms set out herein and declares that the information provided is true and correct. The Applicant will on demand by the Lessor execute an REIV Standard Commercial Property Lease prepared by the Lessor's Agent or a Lease prepared by the Lessor's Solicitor incorporating all the details and agreements noted in this offer and such other terms and covenants as the Lessor's Solicitor consider reasonable in the circumstances. Such Lease shall include terms and covenants that will reflect the intent of the Special Conditions herein (if any) and the cost of such Lease shall be borne by the Lessee.

Applicant (1) Signature: _____

Date: ____ / ____ / 17

Applicant (1) Full Name: _____

Applicant (2) Signature: _____

Date: ____ / ____ / 17

Applicant (2) Full Name: _____

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION

- Copy of the applicants (Personal/Directors) License and/or Passport
- Copy of Personal/Company banking statement to show sufficient capacity to pay rent & outgoings