

# **COMMERCIAL TENANCY APPLICATION**

# Bailey

## **PREMISES/LEASE DETAILS**

Address of Property : \_\_\_\_\_

Lease Term : \_\_\_\_\_ Years Option period: \_\_\_\_\_ Years Lease Commencement date : \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Plus GST Proposed use of premises: \_\_\_\_\_

Offer subject to : \_\_\_\_\_

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## **APPLICANT DETAILS** : ( Please note person who will be listed as personal guarantor for company if applicable)

Name : \_\_\_\_\_ Title/Position in company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Driver's License Number : \_\_\_\_\_ Years in business: \_\_\_\_\_

Company Name: \_\_\_\_\_

Trading as: \_\_\_\_\_ ABN/ACN: \_\_\_\_\_

GST Registered: Yes / No Company email: \_\_\_\_\_

Solicitor Name: \_\_\_\_\_ Solicitor contact: \_\_\_\_\_

Solicitor Address: \_\_\_\_\_ Solicitor email : \_\_\_\_\_

## **APPLICANT TENANCY HISTORY**

Current trading address: \_\_\_\_\_

Is premises leased /owned Period of occupancy: \_\_\_\_\_ Rental amount : \_\_\_\_\_

Landlord's/Agents Details: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous trading address: \_\_\_\_\_

Was premises leased /owned Period of occupancy: \_\_\_\_\_ Rental amount : \_\_\_\_\_

Landlord's/Agents Details: \_\_\_\_\_ Phone: \_\_\_\_\_

## **NEXT OF KIN / EMERGENCY CONTACT:**

(Please note this person will be contacted in instances where director is unavailable and tenancy details may be discussed)

Name : \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email : \_\_\_\_\_

## **BUSINESS/CREDIT REFERENCE**

Company : \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Company : \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Company : \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

**ACCOUNTANT REFERENCE**

Company Accountant: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Any additional information you would like to volunteer to enhance your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I confirm the following:**

- 1) I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- 2) I consent to the information provided in this application being verified and a reference check on the Tenancy Information Centre Australia (TICA) and Tenant Reference Australia (RTA) being undertaken
- 3) I, the Applicant declare that I am not a bankrupt or an undisclosed bankrupt and that the information provided by my is true and correct.
- 4) Keys will not be handed over until money has been paid in full and each applicant has signed the lease
- 5) I, the applicant acknowledge that the agency has the right to accept multiple applications for each property
- 6) All payments must be made by bank/building society/credit union cheque or money order. Personal cheques and cash will not be accepted.
- 7) I acknowledge that my application will be valid for 4 weeks only. After this time it will be disposed of.
  
- 8) The Applicant/s Agree/s they have inspected the Premises and accept its condition.
- 9) If accepted the applicant will immediately pay an amount equal to one (1) months rent.
- 10) The applicant also understands that they will be responsible for payment of three (3) months Bond plus outgoings (if applicable).
- 11) If accepted, the Applicants will be required to obtain all permits necessary for the proposed use of the Premises from the relevant authorities and the Applicant/s confirm the Landlord/Landlord's Agent has given no warranty as to the suitability of the Premises for the permitted use.
- 12) We further understand that this information is supplied confidentially and we understand that you will check/verify information provided.

**DECLARATION**

- a) I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date.
- b) I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I authorize the Agent to obtain details of my credit worthiness from, the owner Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Applicant Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Authorisation to sign on behalf of company / Position : \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Authorisation to sign on behalf of company / Position : \_\_\_\_\_

Signature: \_\_\_\_\_

***THE FOLLOWING IS NEEDED IN ORDER TO PROCESS THIS APPLICATION***

100 points of identification for Applicants/ Guarantor – these include:

- Photograph identification- current driver's license, proof of age card or passport
- Medicare card
- Utility Bill
- Key Card
- BAS Statement
- Business registration