

COMMERCIAL TENANCY APPLICATION FORM



PROPERTY:
DATE:
NAME OF TENANT:

**235A Church Street
RICHMOND VIC 3121
Ph: 9429 4883 Fax: 9428 6779
M: 0417 311 006
e: admin@steveway.com.au**

ONLY COMPLETE THIS SECTION IF THE PROPOSED TENANT IS A COMPANY:

COMPANY NAME: TRADING NAME:
A.C.N: A.B.N: TFN: GST REGISTERED YES / NO
REGISTERED ADDRESS:
Contact Person: Position: Contact Number:
Current Business Address:
Do you own the above property YES / NO (If Yes, please provide a copy of your rates notice as proof of ownership)
If No, Time at address? years months What is your current rent: \$.....
Agent/Landlord Name & Contact Number:
Previous Business Address:
Do/Did you own the above property YES / NO (If Yes, please provide a copy of your rates notice as proof of ownership)
If No, Time at address? years months Rental Amount: \$.....
Agent/Landlord Name & Contact Number:

APPLICANT PERSONAL DETAILS

OR GUARANTOR PERSONAL DETAILS IF A COMPANY:

1. Name:
Residential/Home Address:
Phone: (Business):.....(Home):.....(Mobile):.....
Email Address:
Date Of Birth: Driver License Number.....
Tax File Number:
Do you own the above residential property ? YES / NO (If Yes, provide a copy of your rates notice as proof of ownership)
If No, Time at address? years months What is your current rent: \$.....
Agent/Landlord Name & Contact Number:
Current Employers Name:
Address of Employer:
Contact Person & Number: Income (inc Tax): \$.....
Time at employment:..... years months

2. Name:
Residential/Home Address:
Phone: (Business):.....(Home):.....(Mobile):.....
Email Address:
Date Of Birth: Driver License Number
Tax File Number:
Do you own the above residential property ? YES / NO (If Yes, provide a copy of your rates notice as proof of ownership)
If No, Time at address? years months What is your current rent: \$.....
Agent/Landlord Name & Contact Number:
Current Employers Name:
Address of Employer:
Contact Person & Number: Income (inc Tax): \$.....
Time at employment:..... years months

PROPOSED LEASE TERMS:

DESCRIPTION OF BUSINESS:
PROPOSED USE OF PREMISES:
TERM OF LEASE: years LEASE OPTIONS REQUESTED..... years
PROPOSED COMMENCEMENT DATE:
PROPOSED RENT (PER ANNUM): \$..... BOND (SECURITY DEPOSIT):\$.....
ANNUAL RENT REVIEW:.....
PROPOSED WORKS/FITOUT TO BE COMPLETED BY THE TENANT:

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.....

OTHER REQUESTS:

SOLICITOR FOR TENANT:
Attention: Phone:

ACCOUNTANT FOR TENANT:
Attention: Phone:

BANK & BRANCH.....
Manager:..... Phone:

- BUSINESS CREDIT REFERENCE:
1. Company Name & Contact Name:
 Phone: Monthly Commitment: \$.....
 2. Company Name & Contact Name:
 Phone: Monthly Commitment: \$.....
 3. Company Name & Contact Name:
 Phone: Monthly Commitment: \$.....

PREVIOUS BUSINESS EXPERIENCE:
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.....

OTHER ASSESTS/LIABILITIES OR ANY OTHER INFORMATION THAT MAY ASSIST WITH YOUR APPLICATION:
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.....
.....

OTHER INFORMATION:
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.....

If more space is required then please attach additional pages.

SUPPORTING DOCUMENTATION

All applications must be fully completed with copies of identification and references attached. If more room is required please attach additional pages.

Please provide as much information as possible.

1. Photo ID such as drivers license or passport required.
2. Proof of income: Wage slip, financial statement, assets and liability statement, bank statements and tax returns.
3. Proof of assets if any i.e. savings account bank statements, car registration, property rates notices.
4. Written work references
5. Written rental, character and trade references
6. ABN, ACN and TFN of company if applicable (include copies of registration certificates).

PLEASE NOTE:

- One months rent in advance and the agreed security deposit are required prior to the commencement of the lease.
- Personal Guarantees are required for leases in company names.
- GST is payable on the rental & outgoings, unless otherwise stated.
- Security deposits are to be held on behalf of the Lessee in an interest bearing trust account.
- This application is subject to the landlords approval.

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 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 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 purpose specified above or 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 contact the Agent at the address and contact numbers contained on 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

The Applicant offers to lease the premises from the Landlord for the rent and on the terms set out herein and declares that the information provided is true and correct.

.....
Signed by the applicant

.....
Signed by the applicant

.....
Print Full Name

.....
Print Full Name

Date:.....