

## **Application for Lease or Licence (To Be Completed by Proposed Tenant)**

Proposed Property Address to be Leased \_\_\_\_\_

\_\_\_\_\_

Proposed Tenant Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Solicitor's Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Preferred Commencement Date: \_\_\_\_\_

Preferred Lease Term: \_\_\_\_\_

Is the land to be used for business purposes? ☐ Yes

☐ No (proceed to Personal  
References section)

If yes, do you have a current business? ☐ Yes

☐ No

If yes, Current Business

Trading name: \_\_\_\_\_

How long have you been in this Business? \_\_\_\_\_

What type of Business is this? \_\_\_\_\_

Proposed Business Structure:

- ☐ Sole Trader  
☐ Partnership  
☐ Company - Private  
☐ Company – Public

**A. Sole Trader (if Sole Trader, complete this section)**

Registered Trading Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_

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

\_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_

**B. Partnership (if Partnership, complete this section)**

Registered Trading Name: \_\_\_\_\_

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

\_\_\_\_\_

Partners;

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Type of Partnership:

Joint Tenants

Tenants in common in the shares of \_\_\_\_\_

Other Details \_\_\_\_\_

**C. Company (if Company, complete this section)**Private Company

Registered Trading Name: \_\_\_\_\_

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

\_\_\_\_\_

ACN: \_\_\_\_\_

Company Structure:

- ☐ Private Company  
☐ Private Company as Trustee for:  
☐ Family Trust  
☐ Unit Trust  
☐ Property Trust

Public Company

Registered Trading Name: \_\_\_\_\_

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

\_\_\_\_\_

ACN: \_\_\_\_\_

Authorised Directors: \_\_\_\_\_

Board Resolution Required: ☐ Yes ☐ No

General Manager/Secretary: \_\_\_\_\_

Copy of Last Annual Report: ☐ Yes F.Y.E. \_\_\_\_\_☐ No If not, why? \_\_\_\_\_**Business References:**

1. Company: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Company: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Company: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please supply written references from above.**

**Guarantors (if Pty Ltd Company):**

1. Full Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Full Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**If land is NOT for business purposes:**

**Personal References:**

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

As you would appreciate, for us to enter into an arrangement with you, it is important to gain certain knowledge about you. Please complete the previous pages truthfully and completely.

It will be necessary for us to contact your referees and we suggest you contact these people to let them know we will be contacting them.

Further to the above, we require the below documents to be provide to our agency:

- ⇒ **Photo ID & 100 Points of ID** – From all parties who will be entering into this agreement including guarantors

Driver's Licence	<input type="checkbox"/> 50
Passport	<input type="checkbox"/> 50
Proof of Age Card	<input type="checkbox"/> 50
Student ID Card	<input type="checkbox"/> 50
Copy of Mobile Phone Account	<input type="checkbox"/> 20
Copy of Medicare Card	<input type="checkbox"/> 20
Concession / Pension Card	<input type="checkbox"/> 10
Copy of gas/Water/Electricity account	<input type="checkbox"/> 30 each

- ⇒ **Please provide a copy of a valid Certificate of Currency**
- ⇒ **Copy of confirmation of ABN & Registered business address and/or ASIC extract (if applicable)**
- ⇒ **Relevant references from your Accountant, Legal representative, creditors etc to support your application (if applicable)**



GPO Box 1987  
Melbourne VIC 3001  
P 1800 960 722  
E [dtg.admin@apac.bgis.com](mailto:dtg.admin@apac.bgis.com)  
[bgis.com/apac](http://bgis.com/apac)

**DECLARATION:**

I/We acknowledge that this preliminary application does not signify any contractual obligation from either party in respect of leasing premises.

I/We further understand that additional information may be required.

I/We declare that I/we nor any of the proposed Lessee Company Directors or Owners are Undischarged Bankrupts.

I/we understand that until final approval is given by BGIS Pty Ltd, or the owner of the Land, we must not occupy the land.

I/We declare that all information contained in this application including additional documentation to accompany this application is true and correct and given of my own free will. I/We declare that I/we have inspected the land and am/are not bankrupt.

I/We authorise the Agent to obtain personal information about me/us from:

- (a) My/our business referees (if applicable)
- (b) My/our personal referees
- (c) Any record listing or database of defaults by tenants such as VEDA, NTD, TICA or TRA for the purpose of checking your tenancy history;

I/We am aware that I/we may access my/our personal information by contacting;

NTD: 1300 563 826

TICA: 1902 220 346

TRA: (02) 9363 9244

VEDA: 13 8332

If I/we default under the agreement, I/we agree that the Agent may disclose details of any such default to a default database, and to agents/landlords of properties I/we may apply for in the future.

I/we am/are aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Security deposit account
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check (where applicable)

I/We am/are aware that if the information is not provided or I/we do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the land.

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Dated:**                    /                    / 20                    **Dated:**                    /                    / 20