

APPLICATION FOR TENANCY

- NEW LEASE
- ASSIGNMENT OF LEASE
- NEW BUSINESS STRUCTURE
- SALE OF BUSINESS

LEASE EXPIRY DATE: _____
OPTIONS: _____ X _____ YRS
ASSIGNMENT DATE: _____
ANNUAL RENTAL: _____
(PLUS GST & OUTGOINGS)

Proposed Applicant: _____
Premises: _____

1. Nature of Business and Intended Use of Premises: _____

Trading Name: _____

Settlement Agent: _____
(if applicable)

2. Do you intend to make any changes to the type of trading of the business? If so, give brief details of your intentions (i.e. Sale of business):

3. Have you been in business previously? Yes No

(a) If Yes, how long? _____ years.

(b) If No, is this a new or established business: _____

(c) Have you previously leased premises? Yes No

(i) _____ From _____ To _____ (Years)

(ii) _____ From _____ To _____ (Years)

(iii) _____ From _____ To _____ (Years)

(d) Lessors or Managing Agents of above

(i) _____ Phone _____

(ii) _____ Phone _____

(iii) _____ Phone _____

(e) Reasons for Moving: _____

(f) Previous Rental: \$_____ per annum, plus GST & outgoings.

(g) Have you undertaken a business feasibility study for this business? Yes No
(If Yes, please provide copy)

Details: _____

(h) Have you discussed financial obligations & cashflows with:

Your Accountant: Yes No

Your Bank: Yes No

(i) Do you intend to borrow funds to operate the business? Yes No

If Yes, from whom: _____

4. Name of Lessee Company: _____

Registered Office: _____

Postal Address (if different): _____

ACN: _____ ABN: _____

5. If second Lessee Company involved:

Name of Company: _____

Registered Office: _____

Postal Address (if different): _____

ACN: _____ ABN: _____

STATEMENT OF ASSETS & LIABILITIES, EMPLOYMENT & BUSINESS EXPERIENCE

(Separate forms for each individual will be required – Additional forms can be provided upon request)

APPLICANT / DIRECTOR / GUARANTOR No.1

1. To assist in this application to the Lessor, the Directors named herein unconditionally guarantee the due and punctual payment to the Lessor or Lessor's Agent on demand of all monies which the Lessee becomes liable to pay to the Lessor and the performance of all terms, covenants and conditions and stipulations by the Lessee pursuant to a Lease.

Attached is a statement of assets and liabilities and other information regarding previous employment or business experience that may assist the Lessor in considering this application.

2. Present employment or situation: _____

3. Period with present employer: _____ Years _____ Month

4. Position held with present employer: _____

5. Other information regarding previous employment or business experience that may assist the Lessor to favourable consider this application (attach if necessary).

6. Is the intended Lease to be in the applicant's name or a company name: _____
(if a company, directors guarantees will be required).

Please state **full name** of applicant / directors / guarantors.

Applicant: _____

Address: _____ Phone: _____

Mobile: _____ Email: _____

DOB: _____ D/Licence: _____ Tax File No: _____

Copy of Driver's Licence must be attached: Attached: Yes No

7. Please supply names, addresses and phone numbers of two referees, your bank and accountant:

Business Ref 1: _____

Address: _____ Phone: _____

Business Ref 2: _____

Address: _____ Phone: _____

Bank & Contact Name: _____ Phone: _____

Accountant: _____ Phone: _____

8. Is your Bank prepared to give a banker's guarantee? Yes No

9. Have you ever been bankrupt? Yes No Or In Receivership? Yes No
Or refused Credit? Yes No

10. STATEMENT OF ASSETS AND LIABILITIES - APPLICANT / DIRECTOR / GUARANTOR No.1
 (to be supplied by each applicant / director / guarantor. Full detail must be provided for Tenancy Application Assessment)

<u>ASSETS</u>		%	<u>VALUE</u>
		(Ownership)	
Real Estate:	1. _____	_____	\$ _____
	2. _____	_____	\$ _____
	3. _____	_____	\$ _____
	4. _____	_____	\$ _____
Bank Accounts:	1. _____	_____	\$ _____
	2. _____	_____	\$ _____
Savings Accounts:	1. _____	_____	\$ _____
	2. _____	_____	\$ _____
Shares & Bonds:	_____	_____	\$ _____
Motor Vehicle:	_____	_____	\$ _____
Personal Effects:	_____	_____	\$ _____
Debtors:	_____	_____	\$ _____
Other:	_____	_____	\$ _____
Other:	_____	_____	\$ _____
TOTAL ASSETS			\$ _____

<u>LIABILITIES</u>		%	<u>VALUE</u>
		(Ownership)	
Mortgages:	1. _____	_____	\$ _____
	2. _____	_____	\$ _____
Overdraft/Credit Cards: 1	_____	_____	\$ _____
Overdraft/Credit Cards: 2	_____	_____	\$ _____
Other Borrowings:	_____	_____	\$ _____
Creditors:	_____	_____	\$ _____
Other:	_____	_____	\$ _____
Other:	_____	_____	\$ _____
TOTAL LIABILITIES			\$ _____

<u>SUMMARY</u>			
		TOTAL ASSETS	\$ _____
		TOTAL LIABILITIES	\$ _____
		EXCESS OF ASSETS	\$ _____

Other Items you may have guaranteed (e.g. on behalf of children's borrowings, company borrowings, bank guarantee):

Guarantor for:	1. _____	_____	\$ _____
	2. _____	_____	\$ _____

The information herein contained is true and correct and has been given solely for the information of the Lessors/Lessor's Agent to assist with our/my application for tenancy of the beforementioned property.

Signed

Applicant/Director/Guarantor No.1:

Date _____

Comments _____

STATEMENT OF ASSETS & LIABILITIES, EMPLOYMENT & BUSINESS EXPERIENCE

(Separate forms for each individual will be required – Additional forms can be provided upon request)

APPLICANT / DIRECTOR / GUARANTOR No.2

1. To assist in this application to the Lessor, the Directors named herein unconditionally guarantee the due and punctual payment to the Lessor or Lessor's Agent on demand of all monies which the Lessee becomes liable to pay to the Lessor and the performance of all terms, covenants and conditions and stipulations by the Lessee pursuant to a Lease.

Attached is a statement of assets and liabilities and other information regarding previous employment or business experience that may assist the Lessor in considering this application.

2. Present employment or situation: _____

3. Period with present employer: _____ Years _____ Month

4. Position held with present employer: _____

5. Other information regarding previous employment or business experience that may assist the Lessor to favourable consider this application (attach if necessary).

6. Is the intended Lease to be in the applicant's name or a company name: _____
(if a company, directors guarantees will be required).

Please state **full name** of applicant / directors / guarantors.

Applicant: _____

Address: _____ Phone: _____

Mobile: _____ Email: _____

DOB: _____ D/Licence: _____ Tax File No: _____

Copy of Driver's Licence must be attached: Attached: Yes No

7. Please supply names, addresses and phone numbers of two referees, your bank and accountant:

Business Ref 1: _____

Address: _____ Phone: _____

Business Ref 2: _____

Address: _____ Phone: _____

Bank & Contact Name: _____ Phone: _____

Accountant: _____ Phone: _____

8. Is your Bank prepared to give a banker's guarantee? Yes No

9. Have you ever been bankrupt? Yes No Or In Receivership? Yes No
Or refused Credit? Yes No

10. STATEMENT OF ASSETS AND LIABILITIES - APPLICANT / DIRECTOR / GUARANTOR No.2
 (to be supplied by each applicant / director / guarantor. Full detail must be provided for Tenancy Application Assessment)

<u>ASSETS</u>		<u>%</u> (Ownership)	<u>VALUE</u>
Real Estate:	1.		\$
	2.		\$
	3.		\$
	4.		\$
Bank Accounts:	1.		\$
	2.		\$
Savings Accounts:	1.		\$
	2.		\$
Shares & Bonds:			\$
Motor Vehicle:			\$
Personal Effects:			\$
Debtors:			\$
Other:			\$
Other:			\$
TOTAL ASSETS			\$

<u>LIABILITIES</u>		<u>%</u> (Ownership)	<u>VALUE</u>
Mortgages:	1.		\$
	2.		\$
Overdraft/Credit Cards: 1			\$
Overdraft/Credit Cards: 2			\$
Other Borrowings:			\$
Creditors:			\$
Other:			\$
Other:			\$
TOTAL LIABILITIES			\$

<u>SUMMARY</u>		<u>VALUE</u>
	TOTAL ASSETS	\$
	TOTAL LIABILITIES	\$
	EXCESS OF ASSETS	\$

Other Items you may have guaranteed (e.g. on behalf of children's borrowings, company borrowings, bank guarantee):

Guarantor for:	1.		\$
Guarantor for:	2.		\$

The information herein contained is true and correct and has been given solely for the information of the Lessors/Lessor's Agent to assist with our/my application for tenancy of the before mentioned property.

Signed

Applicant/Director/Guarantor No.2:

Date _____

Comments _____

6. PRIVACY STATEMENT:

SECTION A – PRIVACY STATEMENT

Personal Information:

We collect personal information from you to process your application, for lease or requested service, required. We may also use your information to comply with legislative or regulatory requirements in any jurisdiction, prevent fraud, crime or other activity that may cause harm in relation to our services and help us run our business.

If you do not provide all the information we request, we may need to reject your application or we may no longer be able to provide a service to you.

If you are a proposed guarantor, we collect your personal information in order to assess you as a guarantor, take a guarantee from you and administer that guarantee. If you do not provide all the information we request, we may be unable to accept you as a guarantor.

Who we may provide your information to:

We may disclose your personal information to other members of Commercial Realty, anyone we engage to do something on our behalf, your broker or any other person acting on your behalf, and other organisations that assist us with our business.

As a provider of leasing services, we have obligations to disclose some personal information to government agencies and regulators in Australia. By using our services, you consent to these disclosures.

We are required or authorised to collect personal information from you on behalf of the Lessor. How we collect, hold, use and disclose your personal information can be identified in the Commercial Realty Privacy Policy.

Credit Information:

We may –

- Obtain consumer credit information about you from a credit reporting body to enable us to assess your Tenancy Application;
- Obtain information about your commercial activities or commercial credit worthiness from a business which provides information about the commercial worthiness with regard to fulfilling Lessee obligations.
- Exchange personal information and credit information about you with other providers to assess your application and to notify them of any defaults by you.
- Disclose credit information and other personal information about you to a guarantor or to a proposed guarantor (for the purpose of them considering whether to offer to act as guarantor).
- Give or obtain a banker's opinion of you.

If you are a proposed guarantor, we may obtain credit reporting information about you from a credit reporting body for the purpose of assessing whether to accept you as a guarantor.

If you have made your application or have been introduced to us through another agent or intermediary, we may exchange commercial information and other personal information about you with them. We may also communicate with them directly in relation to your application instead of communicating with you.

SECTION B – DISCLOSING INFORMATION TO THE LESSOR OR LESSOR'S AGENT

By signing this document you consent to us disclosing documents and information about you to the Lessor or the Lessor's Agent.

SECTION C – DECLARATION (applies to all applicants/directors/guarantors):

By signing this document you declare that where information has been provided about another individual, you have made that individual aware of that disclosure and the contents of the Privacy Statement in Section A.

By signing this document you:

- Agree to the Privacy Statement – Section A;
- Consent to us disclosing information and documents to the Lessor or the Lessor’s Agent – Section B.
- Make the declarations contained in Section C.

Applicant/Director/Guarantor

(1) _____

Date _____

Applicant/Director/Guarantor

(2) _____

Date _____