



Commercial Tenancy

Application Form

Applicant: _____

Property: _____

**Commercial Tenancy
Application Form**



firstnational
COMMERCIAL | Framptons

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Office Use Only

TICA Approval
NTD Approval

Trade References Checked
Personal References Checked

Please answer all questions to the best of your ability. Any false information could jeopardies your application.

PERSONAL DETAILS

Your application will not be processed without these details.

Applicant (The name the lease would be in)

ABN _____

Address _____

Postal Address _____

Phone Numbers:

Business _____ A/H _____

Mobile _____ Fax _____

Email Address _____

Driver's Licence (photocopies required)

Applicant 1 Licence No. _____ State _____ Expiry _____

Applicant 2 Licence No. _____ State _____ Expiry _____

If applicant is a company please provide full names and address of Directors / Guarantors

1. Name _____

Address _____

2. Name _____

Address _____

3. Name _____

Address _____

Proposed Business _____

Any special requirements _____

Trading Experience _____



Current Employment Details (if applicable)

Applicant 1 Employer _____
Phone _____
Length of Employment _____
Applicant 2 Employer _____
Phone _____
Length of Employment _____

Please complete the following references:

Reference details or Contact Details of a relative not living with you...

Applicant 1

Name: _____ Relationship: _____
Address: _____ Phone: _____

Applicant 2

Name: _____ Relationship: _____
Address: _____ Phone: _____

Trade References

Company _____
Contact Name _____
Phone Number _____ Fax _____

Company _____
Contact Name _____
Phone Number _____ Fax _____

PROPERTY APPLYING FOR

Is there a specific property that you are interesting in? _____

Office/Retail/Shed/Other _____

Length of lease required: 1 yr _____ 2yr _____ 3yr _____ 5yr _____ Other _____

When do you require the property? _____

Number of employees to occupy premises: _____



DECLARATION BY APPLICANT(S) (please tick all boxes)

- I/We acknowledge that the information supplied in this application is true and correct and has been supplied willingly to assist in the assessment of my application.
- I/We authorise you, as the Agent, in accordance with the National Privacy Act, to conduct any enquires and/or searches, including any tenancy information databases, in order to verify the information supplied.
- I/We understand that giving false or misleading information could jeopardise this application's approval.
- I/We acknowledge that if this application is not fully completed, it cannot be processed.
- I/We acknowledge that if this application is rejected, the Agent is not legally obliged to give a reason.
- I/We declare that I am not bankrupt and that the rental/lease is within my means.
- I/We will pay the Security Bond and 1 month's rent in advance upon signing any Lease Agreement.
- I/We will pay all fees charged by a bank for any dishonoured payments.

Applicant 1 Signature: _____ Date: / /

Applicant 2 Signature: _____ Date: / /

Witness Signature: _____ Date: / /

Witness Name _____

Witness PRIVACY STATEMENT

Primary Purpose

As professional Property Managers, we collect your personal information to assess the risk in providing you with tenancy, and if the risk is acceptable, to provide you with tenancy. To perform these duties during your occupancy, we may disclose this information to:

- The Landlord
- Any referees you have nominated
- Commercial Tenancy Tribunals/Courts
- Other Real Estate Agents and Landlords
- The Landlord's lawyers
- Commercial Tenancy Databases
- The Landlord's mortgagee/insurers
- Mercantile Agents
- Tradespeople/organisations required to carry out maintenance to the premises

Secondary Purpose (please tick all boxes)

We also collect your personal information to:

- Enable us to prepare tenancy documents
- Allow tradespeople/organisations to contact you regarding maintenance issues
- Refer to Tribunals, Courts & Statutory Authorities where necessary
- Refer to Mercantile Agents/Lawyers where default/enforcement action is required
- Refer to Landlord's Insurers
- Report your conduct as a tenant to Commercial Tenancy Databases

If you do not give us your personal information and do not consent to these uses, we cannot properly assess risk or carry out our duties and therefore cannot provide you with tenancy. You may request access to the information we have about you at any time.

Applicant 1 Signature: _____ Date: / /

Applicant 2 Signature: _____ Date: / /

Witness Signature: _____ **Date:** / /

Witness Name (print): _____

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Your current/previous property Agent/Landlord: _____
_____ E-mail Address

I/We agree for the following information to be released:

Applicant Name(s): _____

Property Rented: _____

Applicant Signature(s): _____ **Date:** _____

BELOW INFORMATION TO BE COMPLETED BY AGENT/LANDLORD

Please provide the following information on the person(s) listed above.

The signed Privacy Act authority is attached.

Period of Rental (Dates) From: _____ To: _____ Rent per week: \$ _____

Was the applicant the leaseholder or occupant? _____

Was the rent ever in arrears: _____ Y / N

Any Notice to Remedy Breach issued: _____ Y / N

Was the property kept in a clean & tidy manner: _____ Y / N

On a scale of 1 to 10 how would you rate the cleanliness & care of the property?

Please circle (bad) 1 2 3 4 5 6 7 8 9 10 (excellent)

Any pets kept? Y / N

Were there any problems? Y / N

Details: _____

Was the garden satisfactorily maintained: _____ Y / N

Were there any deductions from the bond or disputes at this time: _____ Y / N

Please give details if necessary: _____

Would you rent to the applicant again? Y / N

Any additional information: _____

Many thanks,

Property Manager,

Name (printed)