

HEADS OF AGREEMENT FOR COMMERCIAL TENANCY

The following details are required to assist in securing your Application for a Commercial Premises. Completion of this form does not constitute acceptance until signed by the Owner.

We will require this Heads of Agreement to be returned fully completed and signed, together with a **deposit of \$500**. In the event you withdraw your offer to rent the Commercial Premises following the Owner's approval and/or Lease documents being prepared, your deposit may be forfeited.

LEASEHOLD ADDRESS: _____

RENTAL RATE: _____ **Per Calendar month PLUS / INCLUSIVE OF G.S.T.**

BOND: _____

OUTGOINGS: PAYABLE IN ADDITION TO RENT / INCLUDED WITHIN RENT (delete where appropriate)

OUTGOINGS: Council Rates \$ _____ Water Rates \$ _____ Building Insurance \$ _____
 Essential Services \$ _____ Other \$ _____
 (please list) _____

APPROXIMATE COMMENCEMENT DATE: _____

LEASE TERM: _____

FURTHER TERMS: _____

RENT REVIEWS: _____

USE OF PREMESIS: _____

(Enquires should be made with local authorities for the need to have a permit.)

SPECIAL CONDITIONS: _____

APPLICANT/COMPANY NAME: _____

A.C.N. _____ **A.B.N.** _____

Registered Address: _____

Postal Address: _____

COMPANY DIRECTORS/APPLICANT

1. Full name _____ ABN: _____

Home address _____

Mobile _____ BH _____ AH _____

Email Address: _____

2. Full name _____ ABN: _____

Home address _____

Mobile _____ BH _____ AH _____

Email Address: _____

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BUSINESS REFERENCES *(Please provide written references or complete details herewith for telephone references)*

1. Name: _____
Address: _____ Phone: _____
2. Name: _____
Address: _____ Phone: _____

A. DECLARATION

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) the owner or the Agent of my current or previous residential/business address;
- (b) my personal referees and employer/s;
- (c) 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 a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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

- (a) communicate with the owner and select a tenant
- (b) authorise preparation of lease documents
- (c) allow organisations/trades people to contact me
- (d) transfer bond monies to/from the Macquarie Bank
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease of the premises. I am aware that I may access personal information on the contact details above.

APPLICANT

Signed: _____ Date: _____
Signed: _____ Date: _____

OWNER ACCEPTANCE

I/We hereby accept the above application and have provided Solicitors details below to assist with preparation of Lease documents. I/We authorise First National Westwood to correspond with my/our solicitor as required.

Solicitor: _____
Contact Person: _____ Company: _____
Address: _____ Phone: _____

Owner / Company Name: _____
Contact Person: _____ ABN: _____
Signed: _____ Date: _____