

## COMMERCIAL LEASE APPLICATION FORM

**PROPERTY ADDRESS:**

\_\_\_\_\_

**PROPOSED USE OF PREMISES:** \_\_\_\_\_

**PROPOSED TERM:** \_\_\_\_\_ **PROPOSED RENT** \_\_\_\_\_

**TENANT DETAILS**

TENANT NAME: \_\_\_\_\_

PROPOSED BUSINESS STRUCTURE: SOLE TRADER / PARTNERSHIP / PROPRIETARY COMPANY

ABN: \_\_\_\_\_ DIRECTOR(S): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ MOB: \_\_\_\_\_

PH: \_\_\_\_\_ WK: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**PREVIOUS BUSINESS EXPERIENCE**

\_\_\_\_\_  
\_\_\_\_\_

**RENTAL HISTORY**

DO YOU CURRENTLY OR HAVE YOU RENTED A COMMERCIAL PROPERTY BEFORE? YES / NO

IF YES, PLEASE PROVIDE THE FOLLOWING DETAILS:

ADDRESS: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

RENT: \_\_\_\_\_ LENGTH OF LEASE: \_\_\_\_\_

MANAGING AGENT / LANDLORD: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PH: \_\_\_\_\_

IF NO, PLEASE PROVIDE DETAILS OF YOUR MOST RECENT RESIDENTIAL LEASE:

ADDRESS: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

RENT: \_\_\_\_\_ LENGTH OF LEASE: \_\_\_\_\_

MANAGING AGENT / LANDLORD: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PH: \_\_\_\_\_

**TRADE REFERENCES**

BUSINESS NAME: \_\_\_\_\_ PH: \_\_\_\_\_

CONTACT: \_\_\_\_\_ MOB: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PH: \_\_\_\_\_

CONTACT: \_\_\_\_\_ MOB: \_\_\_\_\_

ACCOUNTANT: \_\_\_\_\_ PH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**SOLICITOR'S DETAILS**

COMPANY: \_\_\_\_\_ CONTACT: \_\_\_\_\_

PH: \_\_\_\_\_ MOB: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**ASSETS & LIABILITIES**

EACH APPLICANT MUST COMPLETE & SIGN A STATEMENT OF ASSETS AND LIABILITIES & PROVIDE EVIDENCE FOR EACH ASSET USED TO SUPPORT THIS APPLICATION (E.G. BANK STATEMENT SHOWING CASH AT BANK, COUNCIL RATES NOTICE PROVING PROPERTY OWNERSHIP, ETC).

**DECLARATION**

I/WE THE APPLICANT HEREBY AUTHORISE 1ST CITY TO CHECK ALL REFERENCES AND INFORMATION PROVIDED BY THE APPLICANT AND MAKE FURTHER ENQUIRIES AS THIS OFFICE MAY DEEM APPROPRIATE. THE APPLICANT ACKNOWLEDGES THAT SUBMITTING AN APPLICATION DOES NOT CONSTITUTE ANY ACCEPTANCE BY THE OWNER OF THE APPLICANT'S OFFER TO LEASE THE DEMISED PREMISES. THE APPLICANT WARRANTS AND DECLARES THAT IT (OR IF A COMPANY, ITS DIRECTORS) IS NOT AND HAS NEVER BEEN INSOLVENT OR BANKRUPT.

I/WE AS THE APPLICANT(S) SINCERELY AND SOLEMNLY DECLARE THE INFORMATION I/WE HAVE PROVIDED IN THIS APPLICATION TO BE TRUE AND CORRECT UNDER THE PROVISIONS OF THE OATHS ACT 1900.

SIGNATURE OF APPLICANT(S): \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT(S): \_\_\_\_\_ DATE: \_\_\_\_\_

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**PLEASE RETURN THIS FORM TO: 1ST CITY GROUP****LEVEL 3, SUITE 2, 53 CROSS STREET, DOUBLE BAY****CONTACT: BRAD CALDWELL-EYLES****M | 0414 246 625****P | (02) 9326 1299****E | [brad.caldwell-eyles@1stcity.com.au](mailto:brad.caldwell-eyles@1stcity.com.au)**

## STATEMENT OF PERSONAL ASSETS & LIABILITIES

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ASSETS	\$	LIABILITIES	\$
PROPERTY OWNERSHIP		MORTGAGES, ETC	
CASH AT BANK		OVERDRAWN BALANCE	
VEHICLES		VEHICLE LOANS, ETC	
PERSONAL EFFECTS		PERSONAL LOANS (INCL CREDIT CARDS)	
OTHER ASSETS		OTHER LIABILITIES	
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	

I/WE HEREBY CERTIFY THAT THE ABOVE IS A FULL AND TRUE STATEMENT OF MY/OUR PERSONAL ASSETS & LIABILITIES AS AT TODAY'S DATE, BEING: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*PLEASE ATTACH COPIES OF PHOTO ID FOR EACH OF THE APPLICANTS, OR IF A COMPANY, EACH OF THE DIRECTORS.**

**\*\*IF THERE ARE MULTIPLE DIRECTORS OF THE TENANT COMPANY PLEASE COMPLETE A STATEMENT OF PERSONAL ASSETS & LIABILITIES FOR EACH DIRECTOR.**

**\*\*\*PLEASE ATTACH ANY OTHER ADDITIONAL INFORMATION TO THE BACK OF YOUR APPLICATION (I.E. TAX RETURN FOR PAST 2 YEARS, COMPANY REGISTRATION, ETC.)**