

COMMERCIAL TENANCY APPLICATION FORM

Please complete in full

In order that we may maintain the high standards of the asset, we would ask that you complete the following application and questionnaire and return same to our office for consideration.

Please Note: This is an application form only to lease premises and/or to take an assignment of a lease. It does not signify any acceptance by the owner of you as lessee and/or any consent to a proposed assignment of an existing lease.

As we may be in partnership for a number of years, we ask you to complete all details in full to avoid any delays.

Date: _____

Property address: _____

Applicant name: _____

Company Details

Current Business Name _____

A.C.N: _____ A.B.N: _____ GST Registered: YES/NO

Address: _____

Contact Person _____

Position _____

Business Address _____

Phone _____ Mobile _____

Email _____

How long the business at this address _____

Current rent _____ month/year

Current rental provider/agent _____

Phone _____ Mobile _____

Email _____

Company Banker _____ Branch _____

Individual Details

(Identification – 100 points required)

Full Name _____

Residential Address _____

Phone (H) _____ (W) _____ (M) _____

Email: _____

ID Type _____ Number: _____

Do you own your own home: YES / NO

Rental Provider/Agent _____

Contact Name _____

Phone _____ Mobile _____

Email _____

GUARANTORS

Applicant/Director 1

Full name _____

Residential Address _____

Phone (H) _____ (W) _____ (M) _____

Personal Email _____

ID Type _____ Number _____

Do you own your own home YES/NO

Rental Provider/Agent _____

Contact Name _____ Phone _____

Applicant/Director 2

Full name _____

Residential Address _____

Phone (H) _____ (W) _____ (M) _____

Personal Email _____

ID Type _____ Number _____

Do you own your own home: YES / NO

Rental Provider/Agent _____

Contact Name _____ Phone _____

PROPOSED LEASE DETAILS

Description of business:

Proposed Use:

Term of Lease: _____ OPTIONS: _____

Proposed annual rental: _____ p.a

Proposed commencement date: _____

Rental reviews: _____

Security deposit: _____

Proposed works to be carried out by renters:

Other comments:

Business Trade Reference (Suppliers, Creditors, etc.)

Accountant _____

Address _____

Contact Name _____ Phone _____

Email _____

Solicitor _____

Address _____

Contact Name _____ Phone _____

Email _____

BUSINESS TRADE REFERENCES: (written preferred, please attach)

1. _____ Phone _____

Contact Name _____ Email _____

2. _____ Phone _____

Contact Name _____ Email _____

3. _____ Phone _____

Contact Name _____ Email _____

PLEASE NOTE:

1. This application is and will be subject to owner's approval.
2. Keys will not be handed over until the leases are signed by the tenant.
3. No representation is made by the owner or agent as to the suitability of the premises for any purpose.
4. Personal information collected by us in the course of this application and any subsequent tenancy is necessary for us to verify your identity to process and evaluate your application and to manage the property. Such information may be disclosed to other parties as permitted by the Privacy Act 1988 including the landlord references other agents and operators of tenancy databases. If this information is not provided we may not be able to process your application or manage the tenancy.
5. No action shall be taken by the applicant against the landlord or the agent should any circumstances arise where by the property is not available for occupation on the due date.

Please provide details on the following questions. Use additional sheet when needed

1. Experience of the business going to put in the premises
2. Financial commitment in starting the business/taking over existing business

THIS APPLICATION IS TO BE FOLLOWED WITH:

"Heads of Agreement" confirmed between all parties.

Privacy Statement Privacy Act 1988

As property managers, we must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry our roles as professional property managers. Please take the time to read this Privacy Statement carefully.

As professional property managers, AUSWAYVIC Real Estate collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: (03) 9884 0863

Email: rental@auswayvicre.com.au

Post: PO Box 408 VERMONT VIC 3133

In accordance with Section 18n(1)(b) of the Privacy Act, AUSWAYVIC Real Estate is authorized to give information to and obtain information from all credit providers and referees named in this application. Applicant understand that this information may be used to assess the application.

Primary Purpose

The Agent may disclose information to other parties including media organizations, potential tenants, clients of the Agent both existing and potential, tradespeople, owners corporations, financial institutions, government and statutory bodies and third parties as required by law. The Agent may also disclose information to other parties on the Internet.

The Agent will only disclose information in this way to other parties as required to perform their duties under this Agreement, to achieve the purposes specified above or as otherwise allowed under the *Privacy Act 1988*.

Without the requested information, we will be unable to recommend that the Owner enter into this Agreement with you.

Our privacy policy contains information about how you may access and to the personal information that we hold about you and **information about how to seek correction of such information if necessary.**

Secondary Purpose

We also collect information to:

Tick each box if you consent to the use of disclosure:

Enable us, or the landlord's solicitors, to prepare lease/tenancy documents for the premises

Allow organizations / tradespeople to contact you in relation to maintenance matters relating to the premises

Pay/release bonds to/from the RTBA (where necessary)

Refer to Tribunals, Courts and Statutory Authorities (where necessary)

Refer to Collections Agents/Solicitors (where default/enforcement action is required)

Provide confirmation details to organizations contacting us on your behalf, i.e. Banks, utilities (gas, phone water, electricity), employers etc.

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease / tenancy of the premises.

APPLICANT CONSENT

By signing this form I/We acknowledge that it is an offense to provide false or misleading information on this application. Any information's provided in this application are **TRUE** and **NOT misleading** or omitted to provide information that may result in this application being false and misleading.

Applicant's Signature:

Date: ____ / ____ / ____

Witness Signature:

Date: ____ / ____ / ____
