

COMMERCIAL TENANCY APPLICATION

Application to Lease Industrial, Commercial & Retail Premises

This application will only be processed once all sections are completed in full and all required supporting documents are attached.

Date: _____

Property Address _____

1. PROPOSED TENANT DETAILS

If the Proposed Tenant is a Company

Registered Name of Proposed Tenant:

A.C.N: _____ A.B.N: _____

GST Registered: Yes No

Registered Address:

Contact Person: _____

Position in Company: _____

Current Business Address:

Length of Time at This Address: _____

Current Rent: _____

Phone: _____ Mobile: _____

Email: _____

Current Landlord / Managing Agent: _____

Landlord/Agent Phone: _____

2. PERSONAL GUARANTOR / INDIVIDUAL APPLICANT DETAILS

(Complete one section per guarantor. Add additional sheets if required.)

Guarantor / Applicant 1

Full Name: _____

Residential Address:

Mobile: _____ **Home Phone:** _____ **Work Phone:**

Driver Licence No.: _____

Email Address: _____

Do you own your home? Yes No

Landlord/Agent Contact Number: _____

Guarantor / Applicant 2

Full Name: _____

Residential Address:

Mobile: _____ **Home Phone:** _____ **Work Phone:**

Driver Licence No.: _____

Email Address: _____

Do you own your home? Yes No

Landlord/Agent Contact Number: _____

Guarantor / Applicant 3

Full Name: _____

Residential Address:

Mobile: _____ Home Phone: _____ Work Phone:

Driver Licence No.: _____

Email Address: _____

Do you own your home? Yes No

Landlord/Agent Contact Number: _____

3. BUSINESS TRADE REFERENCES

(Written references preferred – attach supporting documentation.)

Business Name	Contact Name	Contact Number

4. EXPERIENCE

Business, Management, and/or Retail Experience:

5. ASSET & LIABILITY SCHEDULE

(To be completed by each Applicant/Guarantor. Attach extra pages if required.)

ASSETS

Assets	Applicant 1 (\$)	Applicant 2 (\$)	Applicant 3 (\$)
Cash at Bank			
Debtors			
Other			
Total Cash & Debtors			
Real Estate 1			
Real Estate 2			
Real Estate 3			
Real Estate 4			
Vehicles 1			
Vehicles 2			
Vehicles 3			
Vehicles 4			
Other Assets			
Shares			
Furniture			
Total Assets			

LIABILITIES

Liabilities	Applicant 1 (\$)	Applicant 2 (\$)	Applicant 3 (\$)
Bank Overdraft			
Creditors			
Other			
Total Current Liabilities			
Mortgage 1			
Mortgage 2			
Mortgage 3			
Mortgage 4			
Vehicle Loans			
Other Loans			
Total Liabilities			

Combined Gross Worth: \$ _____

Combined Net Worth: \$ _____

Declaration:

I/We certify that the above statement is true and correct and that all assets and liabilities listed above are personally owned by me/us.

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

6. TENANCY APPLICATION CHECKLIST

Your application **cannot be processed** without the following documents.
Please tick to confirm all items are attached:

Identification (Photo ID – one required)

- Current Driver Licence
- Current Passport or Visa

Secondary Identification (two required)

- Birth Certificate
- Pension Card
- Medicare Card
- Health Care Card

Proof of Current Address (two required)

- Motor Vehicle Registration
- Electricity / Gas Account
- Water Account
- Telephone Account
- Tax Assessment Notice

7. PRIVACY AND INFORMATION AUTHORISATION

Privacy Act 1988 – Consent and Authority

By submitting this application, I/we authorise the property owner, agent, or their representatives to:

- Obtain information regarding my/our credit worthiness and financial position.
- Obtain personal information relevant to assessing this tenancy application.
- Obtain information regarding my commercial activities and credit history.
- Use such information solely to assess my/our application for lease or tenancy.
- Receive bankers' opinions relating to my business, trade, and profession.
- Contact trade references for any purpose associated with assessing this application.
- Obtain from my accountant a statement of my assets and liabilities.

I/We acknowledge that **no binding lease or agreement to lease exists** until a formal lease document has been prepared, executed, and exchanged by all parties.

8. APPLICANT SIGNATURES

Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____