

A Agent Details

Cobden & Hayson Balmain Office
 Phone: 02 9818 3844
 Fax: 02 9810 3300
 Email: leasing@ch.com.au

Cobden & Hayson Annandale Office
 Phone: 9552 4888
 Fax: 9552 1164
 Email: annandale@ch.com.au

B Property Details

1 What is the address of the property you would like to lease?

 Postcode

2 Proposed lease commencement date?
 Day Month Year

3 Lease term?
 Years Months

4 Rent

C Applicant Details

Type of business

Company name

A.B.N.

Registered business address

 Postcode

Guarantors
 Director's name(s)

Director's address(s)

Length of time in business?

5 **Contact details**
 Mobile phone number Work phone number

Fax number

Email address

D Solicitor's/Accountant Details

6 **Solicitor**
 Name of Solicitor

7 Solicitor address

8 **Accountant**
 Name of Accountant Accountant's address

9 What was your previous commercial address?

 Postcode

10 How long were you based at this address?
 Years Months

11 **Agent/Landlord details of this property (if applicable)**
 Name of landlord or agent

Landlord/agent's telephone Weekly rent paid
 \$

Was bond refunded in full? If not why not?

E Financial Details

12 Please provide Financial Institution
 Name of Bank

Please provide your Bank Manager's details
 Name

Financial Institution

Address

 Postcode

State of Assets and Liability (Please tick) YES NO

Last 3 years Financial Statement (Please tick) YES NO

F Contacts / References

13 Please provide a contact in case of emergency

Surname Given Name/s

Relationship to you Phone Number

14 Please provide two trade references (not related to you)

(1) Company Name

Contact Phone Number

(2) Company Name

Contact Phone Number

G Other Information

15 Car Registration

16 Directors Drivers License(s) if a company

1.

2.

H Payment Details

Property rental	Bond/Bank Guarantee
\$ <input type="text"/>	\$ <input type="text"/>
First payment of rent in advance	\$ <input type="text"/>
Rental bond (3 months)	\$ <input type="text"/>
Stamp Duty / Lease Fee	\$ <input type="text"/>
Sub Total	\$ <input type="text"/>
Less (deduct Reservation Fee - see below)	\$ <input type="text"/>
Amount payable on signing lease agreement (money order or bank cheque only)	\$ <input type="text"/>

Copies of the following documents to be supplied:

1. Certificate of business name registration
2. ABN of ACN number
3. Company/personal tax file number
4. Photo ID of all applicants/guarantor
5. Bank statements for previous three months
6. Tax returns for 2 years
7. Proof of ownership of property
8. Rental ledger & copies of leases entered into