

A Agent Details

Cobden & Hayson Balmain Office
Phone: 02 9818 3844
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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
<input type="text"/>	<input type="text"/>
Relationship to you	Phone Number
<input type="text"/>	<input type="text"/>

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

(1) Company Name

Contact	Phone Number
<input type="text"/>	<input type="text"/>

(2) Company Name

Contact	Phone Number
<input type="text"/>	<input type="text"/>

G Other Information

15 Car Registration

16 Directors Drivers License(s) if a company

1.	<input type="text"/>
2.	<input type="text"/>

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