

**COMMERCIAL LEASE APPLICATION FORM**

Address of Premises:

**APPLICANTS**

Company/ Business/ Personal Name:

ABN/ACN:

Registered for GST:

☐ Yes / ☐ No

Registered Address:

Business Phone:

Mobile:

Email:

Proposed Use:

Current Premises: ☐ Leased / ☐ Owned

Address of premises currently leased/owned by applicant:

Landlord/ Managing Agent:

Contact No:

How long have you been at the current premises?

If less than two (2) years, previous leased premises &amp; name of landlord/agent:

**TRADE REFERENCES**

Business Name:

Contact Name:

Contact No:

Business Name:

Contact Name:

Contact No:

**DIRECTORS PERSONAL GUARANTEES**

Directors Full Name:

Directors DOB:

Residential Address:

Directors Full Name:

Directors DOB:

Residential Address:

**SOLICITOR**

Company Name:

Address:

Contact Person:

Contact No:

**PRINCIPLE BANKER**

Bank:

Branch:

Contact No:

**Declaration**

I/We the applicant hereby authorise Commercial Property Group Bankstown to obtain a bank opinion and make trade and other enquiries. The applicant agrees that submission of this application does not constitute any acceptance by the owner of the applicants offer to lease the demised premises. The applicant warrants and hereby declares that he/she (as directors of the lessee company in applicable) is or are not bankrupt or an undisclosed bankrupt. I/We the above mentioned applicant do solemnly declare that the information as shown above is true and correct by virtue of the provisions of the Oaths Act 1990.

**Privacy Act 1988**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may be disclosed to the Agents and/or Landlord. If the Applicant enters into an Agreements and if the Applicant fails to comply with their obligations under that agreement, the fact and the other relevant personal information collected about the Applicant during the course of the tenancy may be disclosed to the landlord, and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Commercial Property Group Bankstown (as below). The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy

Signature of Applicant:

Signature of Witness:

Dated:

Dated:

## STATEMENT OF ASSETS AND LIABILITIES INDIVIDUALS

Statement Of:

ASSETS	VALUES
House/ Property Address:	\$
Investments: <i>(Shares, cash on hand, deposit, livestock etc)</i>	\$
Nominate:	\$
Car:	\$
Furniture:	\$
Other:	\$
Total Gross Assets	\$

  

LIABILITIES	VALUES
Mortgage on property above:	\$
Other loans: <i>(Overdraft/personal/business)</i>	\$
Credit cards:	\$
Other:	\$
<b>Total Liabilities:</b>	\$

  

NET ASSETS	VALUES
	\$

## STATEMENT OF ASSETS AND LIABILITIES COMPANIES

Company Name:

ABN/CAN:

ASSETS	\$ DOLLARS	FIXED ASSETS	\$ DOLLARS
<b>Current Assets</b>		<b>Leased Improvements   House Property</b>	
Stock on hand:		Other property:	
Cash in hand:		Furniture & Equipment:	
<b>Investments</b>		Livestock:	
Security deposits:		Plant & Machinery:	
<b>Intangible Assets</b>		Motor Vehicles	
Goodwill of any business		Other Assets:	
<b>Total Assets:</b>		<b>Total Assets:</b>	
<b>CURRENT LIABILITIES</b>	<b>\$ DOLLARS</b>	<b>MORTGAGEE(S) ON PROPERTY</b>	<b>\$ DOLLARS</b>
Bank Overdraft		Taxes	
Trade Creditors		Other Liabilities/ Secured Creditors	
Loans Fixed		1.	
1.		2.	
2.			
<b>Total Assets:</b>		<b>Total Assets:</b>	
<b>Total Liabilities:</b>			\$

  

NET ASSETS	VALUES
	\$

### Declaration

I/we the above mentioned applicant do solemnly and sincerely declare that the information as shown above is true and correct by virtue of the provisions of the Oaths Act 1990.

Signature of Applicant:		Signature of Witness:	
Dated:		Dated:	

## CONFIDENTIAL TRADE REFERENCES

Your name has been provided by the below company/person as a trade referee.  
Kindly provide the following information and return completed form to us by fax (02) 9793 9091

Address of Premises:	
Trade refer provided by (company or person nominated by applicant)	
Name of referee:	
Contact telephone number of referee	
Trade reference to provide on behalf of... (name of applicant)	
Monthly (average amount traded)	
For services provided (nominate service or goods provided, i.e: computer software, stationary)	

TERMS OF CREDIT ARRANGEMENT		(tick)
On delivery		
7 days		
14 days		
30 days		
60 days		
90 days		
120 days		
Other (please specify)		
Number of years trading with you		
Payment of account in accordance with credit arrangement:		
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor		
Comments:		

Thank you for taking the time to complete this form. Please return this form to:

**Commercial Property Group: South West**  
Fax: 02 9793 9091

**Commercial Property Group – Southern Sydney**  
Fax: 02 9546 3566

**Commercial Property Group – South Sydney**  
nickd@commercial.net.au

Signature of Applicant:		Signature of Witness:	
Dated:		Dated:	

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**100 POINT REFERENCE CHECK LIST**


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The following schedule is required to satisfy our 100 point check requirement, this schedule must be current. Commercial Property Group requires one form of photo identification plus proof of current address.

DOCUMENT TYPE	VALUE	(tick)
Drivers Licence	40	
Bank Statement	40	
Passport / Birth Certificate	30	
Last 4 rent receipts/ Tenant payment ledger	30	
Capital Expenditure Statement	20	
Trade References	20	
Utilities Bill	10	
Reference from Landlord	10	
Pay Slips	10	
Motor Vehicle Registration	10	

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**SECURING THE PROPERTY**


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If your application is successful you will be required to pay one calendar months rent, by cash, bank cheque or money order. It is important that this amount is received within 24 hours of such notification or the next applicant may be given preference or the property be re-listed.

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**RENTAL PAYMENTS**


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The lessee is required to pay rent till the lease expires. Under no circumstance is the Lessee allowed to withhold making further rent payments because bond was paid at the commencement of the lease.  
 If the tenant decides to cease making rental payments prior to the leases expiring for no reason except bond being held, the agent/landlord reserves the right to issue the tenant with written notice requesting a rental payment immediately expiring within 7 days. At the expiry of 7 days the tenant will be charged 15% interest per day on the monies outstanding.

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Signature of Applicant:		Signature of Witness:	
Dated:		Dated:	

## LEASE PROPOSAL FORM

Address of Premises:	
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Terms	Tenants Offer	OFFICE USE   Owners Requirement	OFFICE USE: Agreed
Lease Term			
Option			
Annual Rental			
Lease Commencement Date			
Rent Commencement Date			
Annual Reviews			
Market Reviews			
Outgoings			
GST			
Guarantees/Bond			
Usage			
Legal Fees			
Conditions			

**Disclaimer:**

*This offer is merely an expressed interest in the subject property by the intending tenant. By no means does it form part of a formal lease agreement nor does it imply that either, the landlord, their agent or prospective tenant enter into an exclusive negation period. Should these terms be agreed then the prospective tenant is required to complete a commercial tenancy application for the final approval of the landlord.*

Signature of Applicant:		Signature of Witness:	
Dated:		Dated:	