

COMMERCIAL APPLICATION FORM

A. PROPERTY DETAILS AND LEASE TERMS

Property address:

	Post code:

Commencement date:

Lease term:

DD	/	MM	/	YY	YEARS	/	MONTHS
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Option period and terms:

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Rent per calendar month:

Rent per annum:

\$	\$
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Rent review and basis:

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Security deposit:

Outgoings:

\$	\$
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Proposed use of premises

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B. APPLICANT DETAILS

Company details:

Name of applicant/company:	
Full registered name of company:	
ACN:	ABN:

Registered for GST:

Yes No

Registered address:	
	Post code:

Principal trading address:

Contact details:

Phone:	Mobile:
Email:	

Nature of business:

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Length of time in operation: (if less than 3 years please complete section E)

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C. BUSINESS AND TRADE REFERENCES

Current landlord/agent

Contact:	Phone:
Present rental (PCM):	Current lease term:

Trade reference 1

Company name:	
Contact:	Phone:
Length of time dealt with:	

Trade reference 2

Company name:	
Contact:	Phone:
Length of time dealt with:	

Trade reference 3

Company name:	
Contact:	Phone:
Length of time dealt with:	

Solicitor

Company name:	
Contact:	Phone:

Accountant

Company name:	
Contact:	Phone:

Bank

Company name:	
Branch:	Term operated:
Contact:	Phone:

D. PERSONAL GUARANTEE DETAILS**Applicant/Director 1**

Full name:	
Residential address:	
Post code:	
Phone:	Mobile:
Drivers license number: (attach a copy)	

Do you own your own home? Yes No

If yes, mortgage against home:	Overdraft:
\$	

If no, landlord/agent details:

Agency:	
Contact:	Mobile:
Monthly rent:	

Car repayments:	Cash at hand:
\$	\$

Shares:	Rental income:
\$	\$

Applicant/Director 2

Full name:	
Residential address:	
Post code:	
Phone:	Mobile:
Drivers license number: (attach a copy)	

Do you own your own home? Yes No

If yes, mortgage against home:	Overdraft:
\$	

If no, landlord/agent details:

Agency:	
Contact:	Mobile:
Monthly rent:	

Car repayments:	Cash at hand:
\$	\$

Shares:	Rental income:
\$	\$

Applicant/Director 3

Full name:	
Residential address:	
Post code:	
Phone:	Mobile:
Drivers license number: (attach a copy)	

Do you own your own home? Yes No

If yes, mortgage against home:	Overdraft:
\$	

If no, landlord/agent details:

Agency:	
Contact:	Mobile:
Monthly rent:	

Car repayments:	Cash at hand:
\$	\$

Shares:	Rental income:
\$	\$

E. PERSONAL REFERENCES

Complete this section if you are a start up business or have been in operation for less than 3 years.

Current occupation:

Previous business experience:

Professional/personal reference 1

Full name:

Phone:

Nature of relationship:

Professional/personal reference 2

Full name:

Phone:

Nature of relationship:

Professional/personal reference 3

Full name:

Phone:

Nature of relationship:

F. SUPPORTING DOCUMENTATION

Please attach copies of the following documents to this application.

- Driver's License for each applicant
- Registration of Business Name Certificate
- Company Bank Statements
- Personal Bank Statement/s (if required)
- Term Deposits
- Asset and Liability Statement
- Most recent Tax Return
- Accountants Report
- Share Holding Certificate

G. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent or the landlords representative. Should this application be accepted by the landlord I agree to enter into a Commercial Lease Agreement pursuant to the Retail Leases Act 2003.

I acknowledge that this application is subject to the approval of the owner/landlord.

I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- a. the owner or the Agent of my current or previous premises;
- b. my professional and personal referees and employer/s;
- c. any record, listing or database of default by tenants;

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- d. communicate with the owner and select a tenant;
- e. prepare lease/tenancy documents;
- f. allow tradespeople or other persons authorised by Greg Hocking or the owner to contact me for the purposes of carrying out inspections, valuations, appraisals, repairs and/or maintenance on a property tenanted by me if my application is successful;
- g. lodge bond within the requirements of the retail leases act 2003;
- h. undertake and/or enforce legal process/decisions of a Tribunal/Court and/or Statutory Authority (where applicable);
- i. instruct collection agents/lawyers with respect to rental or other similar tenancy related matters (where applicable);
- j. complete a credit check with a tenancy database provider or other credit reporting agency;
- k. provide me with information from time to time that may be of interest to me including via email.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the owner may not grant me a lease/tenancy of the premises.

I am aware that my personal information will be added to Greg Hocking's databases and that this involves disclosure to third parties who manage Greg Hocking's databases and email marketing.

I am aware that Greg Hocking uses MailChimp, a USA based organisation, to administer its email marketing program and that my information can be accessed by MailChimp and that I can view their privacy policy at www.mailchimp.com/legal/privacy.

I am aware that I can opt-out of Greg Hocking's email marketing program at any time.

I am aware that Greg Hocking's Privacy Policy contains information about access to the Personal Information that Greg Hocking holds about me, how to seek correction of such information, how to complain about an alleged breach of the Australian Privacy Principles; how Greg Hocking will deal with such a complaint; and that the Privacy Policy can be viewed without charge at www.greghockingrealestate.com.au/privacy-policy.

Applicant 1

Signature:

Date:

Applicant 2

Signature:

Date:

Applicant 3

Signature:

Date: