

COMMERCIAL / RETAIL TENANCY APPLICATION



PREMISES:			
RETAIL TENANCY:	YES / NO	LEASE PREPARATION:	AGENT / SOLICITOR
COMPANY / TRADING NAME:		ABN:	
ADDRESS:		GST REGISTERED: YES / NO	
TRADING AS:			
Phone - Business:		Mobile:	Fax:
Email Address:		TFN:	
APPLICANT 1:			
DIRECTOR / SOLE TRADER:			
Current Address:			
Phone- Home:		Drivers Licence no:	Date of Birth:
Phone- Business:		Mobile:	Fax:
Email Address:		TFN:	
LESSEE SOLICITOR:			Email:
Address:			
Phone:	Fax:	Email:	
CURRENT AGENT / LESSOR / OWNER:			
Phone:	Email:	Rent per Month :	
TRADE REFERENCES			
1. Company name:		Contact:	
Comments/Date:		Phone No:	
2. Company name:		Contact:	
Comments/Date:		Phone No:	
3. Company name:		Contact:	
Comments/Date:		Phone No:	
<p>The following 6 ITEMS of information must be provided with the application</p>			
1. Photograph Identification	<input type="checkbox"/> Passport	or	<input type="checkbox"/> Drivers License
2. Tenancy Reference	<input type="checkbox"/> Rental Ledger or Receipts	or	<input type="checkbox"/> Written reference
3. Proof of Guarantors address	<input type="checkbox"/> Phone / Gas / Electricity	or	<input type="checkbox"/> Credit Card /Council/Water Rates
4. Proof of Income for rental	<input type="checkbox"/> 3 recent pay-slips	or	<input type="checkbox"/> Bank Statements /Tax Return
5. Proof of Assets	<input type="checkbox"/> Property ownership	or	<input type="checkbox"/> Share Portfolio
6. Business Verification	<input type="checkbox"/> Business Registration Cert.	or	<input type="checkbox"/> ASIC / FAIR Trading Return

AUTHORITY BY EACH APPLICANT: I authorise the Landlord's agent:

1. to check with my employers, my previous or current Landlord/Agent/Owner, and the Referees named as my trade references.; and
2. to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
3. to report any details of the tenancy to any Tenancy Recording Services, as the Agent deems necessary, including breaches of the tenancy agreement or positive references.

Signature of applicant: _____

Date: _____