

**COMMERCIAL LEASE
APPLICATION FORM**

LEASE DETAILS

Registered Name of Business:

Lessee Name/s (name the Lease will be in):

Company Name	ACN Number	ABN Number	GST Registered (Please Circle) Yes No
Trustee on behalf of the	Trust Name	Trust ABN Number	

Applicant 1

First Name	Last Name	Drivers Licence	Phone Number	Email Address

Personal Address:

Applicant 2

First Name	Last Name	Drivers Licence	Phone Number	Email Address

Personal Address:

Applicant 3

First Name	Last Name	Drivers Licence	Phone Number	Email Address

Personal Address:

Applicant 4

First Name	Last Name	Drivers Licence	Phone Number	Email Address

Personal Address:

* If there are more than 4 Contacts, please print off another application and place those details on the second

Your Trading Experience:	<div style="border-bottom: 1px dashed black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; height: 15px;"></div>
Trade Reference #1	
Contact Name:	
Company:	
Contact Number:	
Other Notes:	
Trade Reference #2	
Contact Name:	
Company:	
Contact Number:	
Other Notes:	
Current/Previous Landlord: #3	
Contact Name:	
Company:	
Contact Number:	
Other Notes:	
Current/Previous Landlord:	
Contact Name:	
Company:	
Contact Number:	
Other Notes:	
Are you or any of your business partners an undischarged bankrupt or have you assigned your estate for the benefit of creditors or had judgement record against you?	YES / NO
If yes, please provide details:	<div style="border-bottom: 1px dashed black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; height: 15px;"></div>

Statement of Assets and Liabilities

Assets	Additional Information	Value
Property #1	Address	
Property #2	Address	
Property #3	Address	
Furniture		
Vehicle #1	Make Model	
Vehicle #2	Make Model	
Plant & Machinery		
Stock		
Bank Savings		
Accounts Receivable		
Cash in Hand		
Other Assets		
	Total Assets	

Liabilities	Additional Information	Value
Mortgage on Property #1	Address	
Mortgage on Property #2	Address	
Mortgage on Property #3	Address	
Credit Card Debt	Bank	
Hire/Purchase/Lease		
Overdraft	Bank	
Bank Savings		
Accounts Payable		
Other Liabilities		
	Total Liabilities	

I/We hereby certify that the above information is true and correct as the date of this application and that the assets as stated are held solely by me/us and are not held in a trust capacity.

Applicants Signature

Applicants Signature

Date:

Date:

Proposed Lease Terms

Description of Business:	
Proposed Use of Premises:	
Term of Lease:	
Lease Options:	
Proposed Commencement Date:	
Proposed Rent (Annual inc GST):	
Outgoings:	
Bond/Deposit:	
Annual Rent Review:	
Requests/Work Requests:	

100 Point Identification Check

We require 100 Points of ID from each person who has been named on the lease or all the company directors

You must have at least one form of Primary Documentation accompanied by one form of Secondary Documentation

All documentation provided must show your full name (not just initials) and be current

Identification must be provided for Adelaide Commercial Real Estate to process the Application

Primary Documents	Points	Sighted and Document Copied	Details of Document <i>(licence number, state issues, reference number, expiry date)</i>
Passport (Current)	70		
Citizenship Certificate (original or certified copy)	70		
Birth Certificate	70		
Current Drivers Licence with Photo	70		

Secondary Documents	Points	Sighted and Document Copied	Details of Document <i>(licence number, state issues, reference number, expiry date)</i>
A Current Licence issued under law	40		
Current Tertiary Education ID (with photo)	40		
Current Identification Card issued to a Public Employee	40		
Social Security, Health Care or Pension Card	40		
Current Credit or Debit Card	25		
Medicare Card	25		
Utility Bill	25		
Mobile Telephone Account/Bill	25		

Declaration – The Applicant acknowledges:

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 authorise the Agent to obtain personal information about me from:

The owner or the Agent of my current or previous premises:

My personal referees for this application:

My current and past trade references:

Any person who maintains any record, listing or database of defaults by tenants:

and I authorize and consent to each of those persons providing requested personal information about me or my company to the Agent.

If I default under the commercial agreement, I agree that 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 within this application in order to:

communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and trade references.

communicate with the owner

prepare lease/tenancy documents

allow trades people or equivalent organizations to contact me

lodge/claim/transfer to/from a Bond Authority (where applicable)

refer to Tribunals/Courts & Statutory Authorities (where applicable)

refer to collection agents/lawyers (where applicable)

complete a credit check with a tenancy default database

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

Contact (1): Date - Print Name (Block Letters) Sign + *Every page must be initialed*

Contact (2): Date - Print Name (Block Letters) Sign + *Every page must be initialed*

Contact (3): Date - Print Name (Block Letters) Sign + *Every page must be initialed*

Contact (4): Date - Print Name (Block Letters) Sign + *Every page must be initialed*

