

**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: | |
| Months Rent Upfront: | |
| 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*
