

Commercial Tenancy Application Form

All commercial tenancy applications will NOT be processed unless the following documents are supplied.

PRIMARY DOCUMENTS

Each applicant must provide at least 100 points worth of documentation.
Expired documents will not be accepted:

- Drivers License or Passport 60 points
- Proof of Age Card 50 points
- Birth Certificate 50 points
- ATM Card / Credit Card 20 points
- Medicare Card 20 points
- Centrelink Card 20 points

SECONDARY DOCUMENTS

Each applicant must supply a copy of the relevant documents listed below:

- ABN certificate of registration
- Business name certificate
- Accountant details
- If renting, history payment ledger
- If owner / occupied, council or water rates
- Two additional documents that support your current business address
- Full details of proposed usage at the premises
- Full details of directors / owners of the business

Applications will not be accepted without an internal inspection of the property. There must be one application submitted for each applicant over the age of 18 years old.

IMPORTANT NOTICE

Under no circumstances, does our office accept cash payments for rent. Method of payment is by cheque, money order or direct deposit.

MANAGEMENT AGENT'S DETAILS

Shop 4/21-27 Amy Street, Regents Park NSW 2143
Telephone: (02) 9645 6699
Facsimile: (02) 9645 3858
E-mail: info@wstowncountry.com.au
Website: www.wstowncountry.com.au

PREMISES DETAILS

Address of Premises Applied for: _____

Proposed Use of Premises: _____

Lease Term: _____ Years _____ years option. Proposed Lease Commencement Date: ____ / ____ / ____

Rent: _____ incl/excl GST month / annum. Bond: _____ 2 month / 3 month

Fixtures/Fittings: _____

Outgoings: _____

COMPANY & BUSINESS DETAILS

Trading Name Details: _____

Name of Directors: _____

Beneficiaries, if any: _____

Structure of the Business: _____

Years of business in operation: _____ ABN No: _____ ACN No: _____

Public Liability Insurance – Policy Coverage amount \$ _____

Insurer Details: _____

CAMPANY LEASING HISTORY

Present Address: _____

How long at Present Address: _____ Current Rent Paid: \$ _____ per week/month

Name of Landlord / Agent & Contact No.: _____ Phone: _____

Reason for Leaving Premises: _____

COMPANY'S SOLICITOR DETAILS

Company name: _____

Contact Person: _____ Ph: _____ Fax: _____



COMPANY ACCOUNTANT DETAILS

Company name: _____

Contact Person: _____ Ph: _____ Fax: _____

TRADE REFERENCES

Please list at least 2 (two) trade references

1. Company Name: _____

Contact Name: _____ Ph: _____ Fax: _____

Nature of Business relationship: _____

2. Company Name: _____

Contact Name: _____ Ph: _____ Fax: _____

Nature of business relationship: _____

APPLICANT'S PERSONAL DETAILS

Individual's Full Name: _____ renting/buying?

Phone: (h) _____ (m) _____ (Email) _____ @ _____ .com _____

Drivers License No: _____ Vehicle Make & Rego No: _____

Occupation: _____

Present address: _____

How long at present address: _____ Boarding / renting / mortgage

Name of landlord / agent: _____

Contact number: _____ Weekly payments (\$) _____

Applicant's Signature: _____ Date: _____ / _____ / _____

Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents or third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Commercial Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like access to the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you by you, we may not be able to process your application and manage your tenancy.

A fee of \$25.00 will be charged for collation and provision of access to information once the file has been archived. A fee of \$20.00 per 15 minutes or part thereof will also apply for the inspection time. Any photocopying of approved information will be charged at \$0.50 per copy page. The \$25.00 collation fee and the \$20.00 for the first 15 minutes of time must be paid prior to making the inspection appointment.

Default Tenancy Control Disclosure

I understand this agent may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to Landlord for the purpose of that check and I acknowledge that such information may be kept and recorded. I acknowledge that if I am currently listed as a defaulter, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused.

I acknowledge that if I default on my tenancy / rental obligations in future, I may be listed as a defaulter, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord and I hereby authorise this agent to provide information about me and my default in connection with that listing.

I acknowledge that information provided by these authorities given by me may be available to:

- a) Real Estate Agents and Landlords to assist them in evaluating applications for leases.
- b) Debt Collection Agencies where Tribunal/Court orders have been awarded.
- c) Real Estate Agents, Landlords and other persons or institutions for the purpose of locating me.

Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step, which the former agent could have taken.

Privacy Act Acknowledgement for Tenants

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition to a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto Default Tenancy Control. I further give my permission for my information to be provided to any other tenancy databases for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that Default Tenancy Control is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with Default Tenancy Control could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that Default Tenancy Control can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Limited are charged at \$5.45 per minute inclusive of GST.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____ / _____ / _____

Special condition:

- 1.
- 2.
- 3.
- 4.
- 5.