

Commercial Lease Application

Business Information

Legal Entity name:			
Trading name:			
ABN:	Established Since:	No. of Employees:	Gross Annual revenue:
Business Type <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other (please state)			
Business Description:			
Main Address:			
(T)	(F)	(E)	
No. Years at this Address:		Web Address:	

Business Rental History

Current Address:	
Landlord / Agent:	(T)
Annual Rent: \$	Period From / To
Reason for Leaving	

Applicant One

Full Name:		
Home Address:		
(E)	(T)	
Driver's License No:	License State:	Registration:
Vehicle Type:	Date of Birth:	Passport No:
Current Employer:		(T)
Previous Employer:		(T)
Emergency Contact:		(T)

Applicant Two

Full Name:	
Home Address:	
(E)	(T)

Driver's License No:	License state:	Rego:
Vehicle Type:	Date of Birth:	Passport No:
Current Employer:	Contact No:	
Previous Employer:	Contact No:	
Emergency Contact:	Contact No:	

Guarantor One

Note: Guarantor field must be completed when the lease is in the name of a business

Full Name:		
Home Address:		
(E)	(T)	
Driver's License No:	License state:	Registration:
Vehicle Type:	Date of Birth:	Passport No:
Current Employer:	(T)	
Previous Employer:	(T)	
Emergency Contact:	(T)	

Guarantor Two

Note: Guarantor field must be completed when the lease is in the name of a business

Full Name:		
Home Address:		
(E)	(T)	
Driver's License No:	License State:	Registration:
Vehicle Type:	Date of Birth:	Passport No:
Current Employer:	(T)	
Previous Employer:	(T)	
Emergency Contact		

Banking / Accountant References

Bank:	Branch:	Contact Name:
(T).	BSB:	Account No.:
Accountant:	Contact Name:	(T)
Address:		
(E)		

Trade / Creditor References

Company Name One:

Contact Name: Length of Trading Relationship: (T)

Address:

(E)

Comments (*office use only*)

Trade / Creditor References

Company Name Two:

Contact Name: Length of Trading Relationship: (T)

Address:

(E)

Comments (*office use only*)

Trade / Creditor References

Company Name Three:

Contact Name: Length of Trading Relationship: (T)

Address:

(E)

Comments (*office use only*)

Statement of Financial Position as at / / 2013

Liabilities		Assets	
Overdraft	\$	Bank – Trading Account	\$
Creditor & Bills Payable		Bank – Savings Account	
Mortgage Loans <i>Asset charges owing to:</i>		Building Society	
1.		House / Property Address:	
2.			
3.			
Other Liabilities (details)		Other Property (details)	
		Motor Vehicle / s	
		Furniture / Household Effects	
		Investment (details)	
		Other Assets (details)	
TOTAL LIABILITIES	\$	TOTAL ASSETS	\$

Surplus of Assets over Liabilities \$ _____

Declaration

I / We declare that all of the information contained is accurate and complete. I / We understand and agree that if any of the information is found to be false or incomplete, the landlord will that the right to reject this application and terminate the Lease Agreement with immediate effect.

I / We hereby authorise the Landlord to conduct any credit / reference checks on me / us to verify the information with any third party including Landlords, Banks, Creditors or other persons.

Applicant 1: _____ Date: ____ / ____ / 2013

Applicant 2: _____ Date: ____ / ____ / 2013

Applicant 3: _____ Date: ____ / ____ / 2013

Applicant 4: _____ Date: ____ / ____ / 2013

Please Note:

Where prospective tenants are Husband & Wife, a combined application is acceptable.

Where prospective tenants are not Husband & Wife, separate applications for each party must be completed.

Where a prospective tenant is a private company, a Directors Guarantee is required together with separate application made by each Director.

IMPORTANT

To assist in processing of your application promptly, please provide copies of the following:

- * Current business trading or taxation returns financials
- * Business plan and cash flow forecast.
- * Cash flow forecast
- * ASIC Extract listing Company Directors (where the prospective tenant is a private company)