

# Commercial & Retail Application Form



**IMPORTANT: This application will not be processed unless it is filled out completely with copies of supporting documents attached**

Property Address:

**You will be required to provide the below documents prior to your application being processed. Please tick off each item noted below and ensure copies are attached to your application.**

## Identification

- Drivers Licence / Passport / Proof of Age Card
- Evidence of current bank balance for both the applicants and all guarantors (Business or Personal)

## Current Business and/or Residential Property

- Council Rates Notice (for property owners)
- Energy Account (if renting)
- Tenancy Ledger (if renting)

## Business Information

- Copy of Business Registration
- Copy of ABN or ACN Registration

## SECTION 1 - APPLICANT DETAILS (IF COMPANY)

If applicant is a Company please complete all sections, if not please proceed to section 2 over the page.

Applicants / Company Name

ABN / ACN  Registered for GST  Yes  No

Registered Address

Contact Person  Position in Company

Phone/Mobile  Email:

Directors Name  No. Years in Business

Type of Business

Reason for requirement of new premises (i.e moving, expanding)

Current Trading Address:

Is this premises owned or leased?  Leased  Owned

If leased, please provide Landlord/Agent Name

Phone/Mobile  Email:

## SECTION 2 - PERSONAL / INDIVIDUAL / GUARANTOR DETAILS

### Applicant/Director 1

Full Legal Name

Email Address  Mobile

Address  Is this premises owned or leased?  Leased  Owned

If leased, please provide Landlord/Agent Name

Agent Phone/Mobile  Agent Email:

Will you be using a "Trading As" name?  Yes  No If yes, please provide ABN

- Have you, or your spouse, ever been declared bankrupt or insolvent?  Yes  No
- Has either estate been assigned for the benefit of creditors?  Yes  No
- Have you, or your spouse, ever been shareholders or officers of any company of which a manager, receiver and/or liquidator has been appointed?  Yes  No
- Is there any unsatisfied judgement entered in any court against you, your spouse, or any company of which you or your spouse are or were a shareholder office?  Yes  No
- Have you, or your spouse, or a company with which you are or were associated, ever had a property foreclosed upon given title or deed in lieu thereof through a mortgagee sale proceeding?  Yes  No

### Applicant/Director 2

Full Legal Name

Email Address  Mobile

Address  Is this premises owned or leased?  Leased  Owned

If leased, please provide Landlord/Agent Name

Agent Phone/Mobile  Agent Email:

Will you be using a "Trading As" name?  Yes  No If yes, please provide ABN

- Have you, or your spouse, ever been declared bankrupt or insolvent?  Yes  No
- Has either estate been assigned for the benefit of creditors?  Yes  No
- Have you, or your spouse, ever been shareholders or officers of any company of which a manager, receiver and/or liquidator has been appointed?  Yes  No
- Is there any unsatisfied judgement entered in any court against you, your spouse, or any company of which you or your spouse are or were a shareholder office?  Yes  No
- Have you, or your spouse, or a company with which you are or were associated, ever had a property foreclosed upon given title or deed in lieu thereof through a mortgagee sale proceeding?  Yes  No

## SECTION 3 - TRADE / CREDITOR REFERENCES

Company Name  Contact Name:   
Length of trading relationship  Email   
Contact No  Address

## SECTION 4 - SOLICITOR DETAILS

Solicitor/Firm   
Contact Name  Contact No   
Address  Email

## SECTION 5 - LEASING PARTICULARS

Lease Term  Option/s  Annual Rent  Lease Start   
Are you requesting any rent free period?  Yes  No Provide details   
Usage   
Outgoings  Guarantees / Bond   
Lessor Works   
  
Lessee Works   
  
Conditions

## SECTION 6 - EXPERIENCE

Please provide us with details of your current and previous retail and business experience - if insufficient space, please provide a separate business plan.

Retail Exp.   
  
Business Exp.   
  
Other

## ASSETS & LIABILITIES SCHEDULE

ASSETS	APP 1 (\$)	APP 2 (\$)	LIABILITIES	APP 1 (\$)	APP 2 (\$)
Cash at Bank			Bank Over Draft		
Debtors			Creditors		
Other			Other		
<b>Total</b>			<b>Total</b>		
Real Estate			Mortgages		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
Vehicles			Vehicles		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
Other Assets			Other Loans		
Shares					
Furniture					
Total Assets			Total Liabilities		
Comb. Gross Worth			Comb. Nett Worth		

## PRIVACY ACT ACKNOWLEDGEMENT FORM

### For Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TRA & TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

#### Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to:

- The Lessor / Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd, TICA Assist Pty Ltd & TRA to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- TRA & TICA Database Criminal Checks
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TRA & TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

#### Secondary Purpose

During and after the tenancy we may disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TRA & TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

#### TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways: Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) or Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30.

#### 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 have the right to reject this application and terminate the Lease Agreement with immediate effect.
- The applicant warrants and declares that they are not bankrupt or an undischarged bankrupt
- I/We hereby authorise the Landlord / Landlord's agent to conduct credit/reference checks on me/us to verify the information with any third party including Landlords, creditors or other persons.
- The applicant/s acknowledges that it is their responsibility to pay the lease preparation fee or legal costs (if applicable) associated with the preparation of the lease, whether or not the issued lease is signed by the applicant for the subject property
- It is the applicant/s responsibility to satisfy themselves regarding any aspect of suitability, usage, house or operation etc and obtain Council Approval (or any other appropriate approvals) for usage/occupation of the premises.
- The applicant/s acknowledges that no binding lease or agreement to lease shall arise until such time as a formal lease documentation has been prepared and executed by both parties.

Name  Signature  Date

Name  Signature  Date