

Instructions for a Company Application for Tenancy.

- ✓ This application is for a Company Tenancy. The lease will be in the Company name.
- ✓ Ensure you complete ALL areas of the application & the information is legible & concise
- ✓ Please provide an ASIC Company Extract if you are not known to Gove Real Estate
- ✓ Email / deliver your application into the Gove Real Estate office as soon as possible.

****PLEASE NOTE :**

We will be assessing your application on the day that it is submitted. If you have not heard within 24 hours of submitting please contact the Property Manager at the Gove Real Estate office: Phone 87 8103. Incomplete information on an application will delay the process & could mean you will miss out on the property.

Important details for when your application is approved:

Gove Real Estate will expect you to pay the BOND and RENT prior to commencement of the lease.

You will be required to connect the Power with the Nhulunbuy Corporation and supply the receipt as proof of connection.

Gove Real Estate DO NOT accept CASH at our office, and you will need to pay via eft to the National Australia Bank account on signing of the lease. Please email or bring a copy of the receipt from the transfer.

The first 2 weeks rent (minimum) will be required before you take the keys.

You are renting the property on an “as-is” basis. Any request for special conditions you wish for, must be included on your application form (on the first page)

The Company is the Tenant, however you must keep us updated with the Occupants names and contact details.

Important: Please ensure you arrange a suitable time with the property manager to do the property condition report if you wish to be present. Business hours only. You will always have 3 business days from lease commencement to review the report and make any amendments you feel required, in all cases. This is legislated.

APPLICATION FOR COMPANY TENANCY

Company Name: _____

ABN: _____

Physical Address: _____

Postal Address: _____

Best contact name & number: _____

Email Contact: _____

Rental Property Enquiry: _____

Date of viewing: __ / __ / __

**A representative of your company has inspected this property and wish to apply for tenancy:

Lease period: 3 / 6 / 12 months or Other: _____

Commencement Date : _____

No. of occupants (Adults) _____ (Children under 18) _____ TBA _____

Age & names: _____

No. of pets _____ Breed/s _____ Size _____ Inside / Outside (circle)

How did you hear about this property? Website Referral Rental listing Other

To process this application, you are requested to answer all questions to the best of your ability. Fill in all boxes please. Any false information provided will void your application. Any information provided in your Application may be passed onto a Tenancy Information Centre or Insurance Company, in the event of a default occurring.

When this application is approved, all monies must be paid in full to NAB Account. **The bond and rent is payable prior to the lease commencement date.** A receipt of proof of payment is required. We do not accept CASH in our office. (No credit facilities available, eftpos Debit only). Rent is to be maintained 2 weeks in advance and is due and payable prior to the due date.

You are invited to accompany us to carry out the ingoing property condition report and if you wish to attend, you will need to advise your property manager on being advised of your tenancy. You will need to allow considerable time prior to your lease commencing, during business hours. Please email your intention to the property manager ASAP.

Occupant details:

| Full name of occupants | Mobile | Email |
|------------------------|--------|-------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

Have you ever been evicted by a landlord or agent? YES / NO
 If yes, give details _____

Has any landlord or agent ever refused you another property? YES / NO
 If yes, give details _____

Are you in debt to another landlord or agent? YES / NO
 If yes, give details _____

Is there any reason known to you that would affect your rental payment? YES / NO
 If yes, give details _____

Were any deductions made from your security deposit at your last address? YES / NO
 If yes, give details _____

This application for tenancy is signed by on behalf of the company:

Name: _____ Signature: _____ Date: _____

I/We agree to pay all amounts, which become due, under the terms and conditions of the tenancy agreement by the due date. In default, I/We hereby indemnify Gove Real Estate Real Estate on behalf of the Landlord, against all debt collection agency costs, solicitors costs and disbursements incurred or rendered necessary for my/our failure to pay by the due date, and that Gove Real Estate on behalf of the Landlord places in outside hands for recovery actions. We further accept the \$85 cost for every Notice to Remedy that is made necessary due to my/our late rental payment.

Name: _____ Signature: _____ Date: _____

I/We the applicant/s hereby authorise you as the agent to conduct an enquiry with a Tenancy Information Center and any other searches that may verify the information provided by me/us. I/We do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my/our application.

Name: _____ Signature: _____ Date: _____



Privacy Statement

Name: _____ Signature: _____ Date: _____

I/We authorise Gove Real Estate to obtain details of my tenancy / credit worthiness from:

- a) The agent / owner of my current and previous residence,
- b) My personal referees and employer/s – current and past
- c) Any record, listing or database of defaults by tenants, such as TICA and NTD Default Tenancy records

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

I / We agree and understand that once a tenancy application has been lodged with a member of a database and an inquiry made with a tenancy database, my/our information may be recorded as making an enquiry and agree that Gove Real Estate may disclose details of any such default to any person whom Gove Real Estate reasonably considers has an interest in receiving such information.

Further:

I / we authorise Gove Real Estate to provide our names and contact phone number to the Manager of the body corporate as required by legislation

Name: _____ Signature: _____ Date: _____