

COMMERCIAL TENANCY APPLICATION

APPLICATION INFORMATION

Applications will not be processed until all information and supporting documents are supplied.

PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification

REQUIRED SUPPORTING DOCUMENTATION

You will be required to submit at least one primary form of identification and at least two forms of secondary identification along with proof of income such as profit and loss statement, pay slips or not less than the last 3 (three) years tax returns.

PRIMARY IDENTIFICATION

Photo Identification Drivers Licence
 Passport

SECONDARY IDENTIFICATION

- Birth Certificate
- Bank Statement
- Current Motor Vehicle Registration Papers
- Copy of amenities accounts
- Written references from credit suppliers
- Rates Notices

PROOF OF INCOME

- Last 3 (three) years
- Profit and Loss statement
- Pay slips

PROCESSING AN APPLICATION

In most instances we are able to process your application within 72 business hours and advise you by telephone. However, if you do not provide all the supporting documentation and identification this time frame will increase.

PAYMENT OF BOND AND FIRST MONTH RENT

Equivalent of two months rent and outgoings as bond and one month rent and outgoings in advance, must be paid in cleared funds (cash or bank cheque). Personal cheques will not be accepted when paying the initial monies, on the signing and execution of this tenancy application.

Please return your application to 4 Gaffield Street, Morayfield or email through to commercial@mcarthurrealestate.com.au



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Commercial Tenancy Application

Premises Applying For: _____
 Proposed Commencement Date: _____
 Proposed Lease Term: _____
 Option Periods: _____
 Initial Rent (Per Calendar Month):\$ _____ Outgoings: \$ _____
 Proposed Use: _____
 Rent Review Annually: CPI / Market Review - Rent Review at Option: CPI / Market Review
 Special Conditions: _____

First Applicant Details

Full Name: _____
 Driver's Licence No: _____ Date of Birth: _____
 Current Residential Address: _____
 Postal Address (*Write "As Above" if Applicable*): _____
 Phone: _____ Mobile: _____
 Email: _____

Current Commercial Premises: _____
 Monthly Rent (inc GST): _____ Outgoings: _____
 Lease Term: _____ Lease Expiry: _____

Rental Reference

Name: _____ Phone: _____

Employment History:

Employer	Company	Type	Period of Emp	Phone

Identification

We require at least **one primary** form of Identification (**photo ID**), **two secondary** forms (eg birth certificate, bank statement etc). We also **require a copy of your Tax Returns of the last three (3) years** and evidence of your current income. Any other supporting documentation for your application to lease should be included here. **Please note that your application will not be processed without the above-mentioned information.**

COMMERCIAL PROPERTY CONSULTANTS
Ph: 1300 989 550



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Second Applicant Details

Full Name: _____
Driver's Licence No: _____ Date of Birth: _____
Current Residential Address: _____
Postal Address (*Write "As Above" if Applicable*): _____
Phone: _____ Mobile: _____
Email: _____

Current Commercial Premises: _____
Monthly Rent (inc GST): _____ Outgoings: _____
Lease Term: _____ Lease Expiry: _____

Rental Reference

Name: _____ Phone: _____

Employment History:

Employer	Company	Type	Period of Emp	Phone

Identification

We require at least **one primary** form of Identification (**photo ID**), **two secondary** forms (eg birth certificate, bank statement etc). We also **require a copy of your Tax Returns of the last three (3) years** and evidence of your current income. Any other supporting documentation for your application to lease should be included here. **Please note that your application will not be processed without the above-mentioned information.**

Solicitor Details

Solicitors: _____ Contact Name: _____
Postal Address: _____
Phone: _____ Fax: _____

Company Details

Company Name: _____
Director's Names: _____
A.C.N. No: _____ ABN No: _____

Business Details

Nature of Business: _____
Number of Employees: _____
Business Established Since: _____ Owned Business Since: _____
History & Synopsis of Business: _____

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STATEMENT OF ASSETS & LIABILITIES

Liabilities	Amount Owning	Assets	Present Value
Mortgage		House/Property/Land	
1	\$	1	\$
2	\$	2	\$
Loans		Other Property (Detail)	
1	\$	1	\$
2	\$	2	\$
Hire Purchase		Furniture & Household Effects	
1	\$	Plant & Machinery	
2	\$	1	\$
		2	\$
Bank Overdraft (Current Owings)	\$		
		Stock in Trade	\$
Other Liabilities			
1	\$	Bank Account Balance	\$
2	\$	Cash on Hand	\$
		Shares or Similar (Mkt Value)	\$
Bank Overdraft Limit	\$	Other Assets (Detail)	
Credit Limits		1	\$
1	\$	2	\$
2	\$	3	\$
Total Liabilities	\$	Total Assets	\$

Net Worth \$

(Assets minus Liabilities) _____

Note: Further Proof of the above may be required prior to proceeding with any leasing agreements.

Privacy Act Acknowledgement

In accordance with Privacy Principle 1.3 of the Privacy Act, we require you to read and sign this acknowledgment. In order to process a tenancy application, a tenancy applicant is required under the National Privacy Principles of the Privacy Act to be made aware that an organisation may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed on to 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/We the said applicants declare that I/we give our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/We further give my/our permission for our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/We further give consent to the member of the database company to contact any of my/our referees provided by me/us in my/our tenancy application.

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

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

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

I/We agree and understand that should I fail to provide the database member with the information and acknowledgments required, the database member may elect not to proceed with my/our tenancy application. I/We agree and understand that a listing with TICA Default Tenancy Control Pty Ltd or other databases could have an adverse effect on my/our ability to obtain future rental accommodation.

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

The information contained herein is to the best of my/our knowledge true at this date.

Applicants Name/s (Please print full name)

Signed by Applicants

Dated _____

AUTHORITY FOR AN AGENT TO OBTAIN AN INDIVIDUAL’S CREDIT INFORMATION FILE HELD BY CREDIT REPORT AGENCY (PRIVACY ACT 1988)

1. We _____ and _____ authorise McArthur & Associates Property Consultants Pty Ltd ABN 76 073 318 493 to:

- Act as my/our agent in seek access to my/our consumer credit information file held by a credit report agency.

This authority only applies to enquiries made by McArthur & Associates Property Consultants Pty Ltd ABN 76 073 318 493 in connection with:

- An application, or proposed application, by me/us for a commercial tenancy.

X _____ / /
(Signed and dated by the applicant/s)

X _____ / /
(Signed and dated by the applicant/s)

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To view our privacy policy please visit: www.beevo.com.au

A representative will be in contact with you within 24 hours to discuss you requirements.

No please don't contact me, I will make alternate arrangements.