

COMMERCIAL TENANCY APPLICATION

1. Property Details

Property Address Coffs Harbour:

Suburb

State

Postcode

Lease term

Years:

Option:

Proposed use

2. Company Details (only if leasing in company - if not go to 3.)

Company Name

ABN

Principal activity

Registered office

3. Details of Individual Applicants or Company Directors

Applicant 1

Full name

Residential address

Postcode

Telephone: Home:

Business:

Mobile:

Date of Birth / /

License Number:

Email address

Applicant 2

Full name

Residential address

Postcode

Telephone: Home:

Business:

Mobile:

Date of Birth / /

License Number:

Email address

4. Company Guarantors (if same as in 3 above i.e. Director tick here ☐)

Guarantor 1

Full name

Residential address

Postcode

Telephone: Home:

Business:

Mobile:

Date of Birth / /

License Number:

Email address

Guarantor 2

Full name

Residential address

Postcode

Telephone: Home:

Business:

Mobile:

Date of Birth / /

License Number:

Email address

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5. Professional Representative

Solicitor			
Telephone:	Business:	Mobile:	Fax:
Email address			
Accountant			
Telephone:	Business:	Mobile:	Fax:
Email address			
Insurance Broker			
Telephone:	Business:	Mobile:	Fax:
Email address			

6. Previous Business History

Business History

7. Rental History

Property Address	Postcode
Landlord / Agent name	
Telephone: Business:	Mobile: Fax:
Rent amount	
Period at this address	
Please attach rental ledger	

8. Personal Reference (not a family member)

Name	
Address	
	Postcode
Telephone: Home:	Business: Mobile:

9. Business Reference

Business name	
Contact person	
Telephone: Business:	Mobile: Fax:

10. Next of Kin Details

Name	
Address	
	Postcode
Telephone: Home:	Business: Mobile:

11. In Case of Emergency

Name	
Address	
	Postcode
Telephone: Home:	Business: Mobile:

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12. Assets of each applicant and guarantor (include the value of each item) (For example, properties, vehicles, shares, etc)

13. Liabilities of each applicant and guarantor (For example, mortgages, personal loans, credit cards, etc)

14. Supporting Documentation

Please attach the following for each applicant and guarantor

- Profit and Loss statement
- Previous year's income tax return
- Bank Statements
- Mortgage Statement

Provide a copy of one (1) form of photo identification for each applicant and guarantor

- Current driver's licence OR
- Current Passport and visa (if applicable) OR

Proof of current residency (rent or own home) for each applicant and guarantor

If an applicant or guarantor is renting, please provide:

- A copy of the rental ledger OR
- A copy of the most recent tenancy agreement (lease) OR
- If this is a private arrangement (ie, does not include an agent), provide names, phone numbers and email address for owner.

If an applicant or guarantor owns their own home

- Provide a copy of recent water account or council rates notice

15. Credit History

Has legal action been instituted against an applicant or guarantor for default under any credit contract in the last five years? If yes attach details.

☐ Yes ☐ No

Has an applicant or guarantor had a judgment entered against them, been bankrupt, insolvent, assigned their estate for the benefit of creditors or entered into a scheme of arrangement with their creditors? If yes attach details.

☐ Yes ☐ No

16. Declaration

The foregoing questions have been fully considered by me even if the answers are NOT in my handwriting. Those which are not in my hand writing have been read by me and I hereby confirm that all answers are true and correct. I advise that the information in this application is a true and full disclosure and it is upon this basis that this application is made. Verification may be obtained from sources named herein and credit and personal enquiries may be made at any time.

I acknowledge that this application is subject to the approval of the owner /landlord. I declare that all information contained in this application is true, correct and not misleading, and given of my own free will. I declare that I have inspected the premises and am not bankrupt or otherwise insolvent.

I authorise the agent to obtain personal information from:

- The owner or the managing agent of my current or previous residence;
- The referees listed in this application;
- Any records, lists or databases of defaults by tenants;

If I default under the lease, the Agent may disclose details of any such default to a tenancy default database and to agents /landlords of properties I may apply for in the future.

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Dated this

Day of

20

I consent to the Agent using and disclosing my personal information:

- (a) to communicate with the owner and select the tenant
- (b) to prepare, or have prepared, lease / tenancy documents
- (c) to allow organisations / tradespeople to contact me in relation to the Property
- (d) to liaise or make arrangements with Statutory Authorities in relation to the Property (where applicable)
- (e) to allow proceedings to be commenced and conducted with Tribunals / Courts (where applicable)
- (f) to brief and instruct collection agents / lawyers (where applicable)

I am aware that, if the information is not provided or I do not consent to the use and disclosure of my personal information for the above purposes, the Agent cannot progress my application for the lease / tenancy of the Property. I am aware that I may access my personal information by contacting the Agent using the contact details above.

**Signature of Applicant /
Company Director**

Date

Signature of Company Guarantor

Date

Name of Signatory *(this must be stated)*

Name of Signatory *(this must be stated)*

**Signature of Applicant /
Company Director**

Date

Signature of Company Guarantor

Date

Name of Signatory *(this must be stated)*

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Coffs Harbour