

COMMERCIAL TENANCY APPLICATION

APPLICANT DETAILS
<i>Address of Premises:</i>
Full Name of Applicant:
Date of Birth:
Residential Address:
<i>Contact Details</i>
Home Phone Number:
Mobile:
Fax:
Email Address:
Drivers License Number (photocopy to be provided):
<i>Company information:</i>
Company Registered Trading Name:
Company Director:
Company Registered Address:
ABN/ACN (if applicable):
GST Registered:

GUARANTOR/S - IF APPLICABLE
Name/s:
Address:
Date of Birth:
<i>Contact Details</i>
Phone Number:
Mobile:
Fax:
Email address:

TENANT EMPLOYMENT HISTORY
<i>Tenants Current Occupation:</i>
Company or Individual Name:
Contact Name:
Address:
Phone Number:
<i>Tenants Previous Occupation:</i>
Company or Individual Name:
Contact Name:
Address:
Phone Number:

REFERENCES
<i>Professional Business References</i>
<i>Name:</i>
Relationship:
<i>Contact Numbers</i>
Phone Number:
Mobile:
<i>Name:</i>
Relationship:
<i>Contact Numbers</i>
Phone Number:
Mobile:
<i>Personal References</i>
<i>Name:</i>
Relationship:
<i>Contact Numbers</i>
Home:
Mobile:
<i>Name:</i>
Relationship:
<i>Contact Numbers</i>
Home:
Mobile:

PROPOSED LEASE TERMS
Rental Per Calendar Month: \$
Rental Per Annum: \$
Commencement Date:
Lease Term:
Rent Review & Basis:
Lease Option:
Option Rent Review & Basis:
Proposed Use of Premises:
Tenant to pay Security Deposit: \$
<i>Outgoings</i>
Council Rates: 100%
Building Insurance: 100%
Water Rates: 100%
Body Corporate Fees: 100%
Essential Services: 100%
Air Conditioning Maintenance: 100%

ACCOUNTANT DETAILS
Solicitors Name:
Contact Person:
Address:
Phone Number:

SOLICITOR DETAILS
Accountants Name:
Contact Person:
Address:
Phone Number:

Supporting Documents to be Attached
Council Rates Notice/s
Accountants Report
Copy of driver license

DECLARATION

I _____ hereby declare
the above information to be true and accurate in every respect.

Signed by the Applicant: _____

Date: _____

Witness: _____

Acknowledgment of receiving this offer by Landlord:

Signed by Landlord: _____

Date: _____

Witness: _____



Applications for Tenancy and Management of Property Privacy Act (Commonwealth) 1988 Collection Notice

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application and to manage the tenancy if the Application is successful.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organizations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website, www.reiv.com.au and the privacy policy of realestateview can be viewed at www.realestateview.com.au

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contacting the Agent at the address and contact numbers contained in this Application or the REIV on (03) 9205 6666. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

I/We _____ Insert name(s) of Applicant(s)

Acknowledge that I/We have read and understood the contents of this Privacy Collection Notice.

(Applicant(s) to sign)

Date ____/____/____