

Commercial Tenancy Application



To Lease Commercial & Retail Premises

Please be advised that this application will only be processed once ALL details have been completed and all copies of supporting documents are attached.

Property Address:	Date:
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Name of Proposed Tenant/s:

If Proposed Tenant is a Company.

A.C.N	A.B.N.	GST registered yes <input type="checkbox"/> no <input type="checkbox"/>
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Registered address:

Contact Person:	Position in Company:
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Current Business Address:

How long have you been at this address:	Current Rent:
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Phone:	Mobile:	Fax
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Email:

Current Landlord/Agent:	Contact Number:
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Bank:	Branch:
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Personal Guarantors

Applicant/Director 1

Full Name:

Residential Address:

Home Ph:	Work Ph:	Mobile:
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Email address:	Driver Licence No:
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Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, Landlord/Agent:
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Contact Name:	Contact number:
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Applicant/Director 2

Full Name:

Residential Address:

Home Ph:	Work Ph:	Mobile:
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Email address:	Driver Licence No:
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Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, Landlord/Agent:
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Contact Name:	Contact number:
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If Proposed Tenant is Not a Company

Full Name:		
Residential Address:		
Home Ph:	Work Ph:	Mobile:
Email address:	Driver Licence No:	
Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, Landlord/Agent:	
Contact Name:	Contact number:	

Proposed Lease Details

Description of Business:		
Proposed Use:		
Term of Lease:	Options:	Proposed Annual Rent:
Proposed commencement date:		
Security Deposit:	Rent Review:	
Proposed Works to be carried out by Tenant:		
Other Comments:		
Accountant:		
Contact Name:	Contact Number:	
Solicitor		
Contact Name:	Contact Number:	

Business Trade References *(written preferred, please attach)*

Name:	Contact Number:
Name:	Contact Number:
Name:	Contact Number:

Experience (please provide us with details of your current and past retail and business experience – if insufficient space, provide a separate business plan)

Retail Experience
Business/Management Experience
Other Relevant Details

Asset & Liability Schedule

ASSETS	APP 1 (\$)	APP 2 (\$)	LIABILITIES	APP 1 (\$)	APP 2 (\$)
Cash at Bank			Bank Overdraft		
Debtors			Creditors		
Other			Other		
Total			Total		
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		
Combined Gross Worth: \$			Combined Gross Worth: \$		

I/we hereby certify that the above statement is true and correct and that all the Assets and Liabilities listed above are owned personally by me/us.

Signed: _____

Date: _____

Signed: _____

Date: _____

Tenancy Application Checklist

To assist you with your tenancy application we provide the following, which details the documents you need to include with your application. Your application CANNOT be processed unless all documents are Provided.

To prevent any inconvenience to you, please check off the items and ensure you have all documents attached to your application.

Identification

Provide a copy of **ONE** (1) form of photo identification:

- Current Driver's Licence, OR
- Current Passport or Visa (if applicable)
- Proof of Age Card

Provide copies of **TWO** (2) forms of other identification:

- Birth Certificate
- Medicare Card

- Health Care Card
- Pension Card

Provide copies of **TWO** (2) documents showing your name and address, for example:

- Motor Vehicle Registration
- Electricity or Gas Account
- Water Account

- Telephone Account
- Tax Assessment Notice

Privacy Protection of Information

Privacy Act 1988

Authority to Kalis Property that credit information may be given:

To aid in the application assessment process for commercial, retail and industrial premises, I authorise you to obtain information about my credit worthiness and financial position.

These reports may contain:

- Personal information about me in relation to my application for premises.
- Information about my commercial activities in relation to my application for premises.
- Other information in relation to my commercial credit activities.

I understand the information may be used for the following purposes:

- To assess an application by me for the lease of a premise/premises
- To assess my credit worthiness and financial position.

Bankers View

I authorise you to receive banker's opinion about my business, trade and professions.

Authority for Trade References

I authorise you to receive trade references for any purpose relation to an application for commercial or industrial premises. I authorise you to obtain from my accountant a statement of assets and liabilities.

The application acknowledges that no binding lease or agreement to lease shall arise until such time as formal lease documentation has been prepared and executed by both parties.

Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date: