



Agents Name:

COMMERCIAL LEASE APPLICATION FORM

Address of Premises:

APPLICANTS PERSONAL DETAILS

Full Name: _____ DOB: _____

Residential Address: _____ Leased Owned

Home Phone: _____ Mobile: _____ Email: _____

ENTITY DETAILS (COMPANY / SOLE TRADER / PARTNERSHIPS)

Trade as: _____

Company / Business Name: _____

ABN: _____ ACN: _____

Registered for GST: Yes No

Business Phone: _____ Mobile: _____ Email: _____

Current Premises: Leased Owned

Landlord/ Managing Agent: _____ Contact No: _____

How long have you been at the current premises? _____

If less than two (2) years, previous leased premises & name of landlord/agent: _____

TRADE REFERENCES

Business Name: _____

Contact Name: _____ Contact No: _____

Business Name: _____

Contact Name: _____ Contact No: _____

GUARANTORS DETAILS

Full Name: _____ DOB: _____

Residential Address: _____ Leased Owned

SOLICITOR

Firm:	Contact Person:	
Address:		
Email:	Contact No:	

PRINCIPLE BANK

Bank:	BSB:		Account No:	
Branch:		Contact No:		

ACCOUNTANT

Firm:	Contact Person:	
Address:		
Email:	Contact No:	

Declaration

I/We the applicant hereby authorise Industrial Zone Real Estate to obtain a bank opinion and make trade and other enquiries. The applicant agrees that submission of this application does not constitute any acceptance by the owner of the applicants offer to lease the demised premises. The applicant warrants and hereby declares that he/she (as directors of the lessee company if applicable) is or are not bankrupt or an undisclosed bankrupt. I/We the above-mentioned applicant do solemnly declare that the information as shown above is true and correct by virtue of the provisions of the Oaths Act 1990.

Privacy Act 1988

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and to manage the tenancy, Personal information collected about the applicant in this and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may be disclosed to the Agents and/or Landlord. If the Applicant enters into an Agreements and if the Applicant fails to comply with their obligations under that agreement, the fact and the other relevant personal information collected about the Applicant during the course of the tenancy may be disclosed to the landlord, and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Industrial Zone Real Estate (as below), 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 and manage the tenancy

LEASE PROPOSAL FORM

Address of Premises:

Terms	Tenants Offer	OFFICE USE Owners Requirement	OFFICE USE: Agreed
Usage			
Industry			
Lease Term			
Option			
Annual Rental			
Lease Commencement Date			
Rent Commencement Date			
Annual Increase			
Market Reviews			
Outgoings			
GST			
Guarantees/Bond			
Legal Fees			
Conditions			

Disclaimer:

This offer is merely an expressed interest in the subject property by the intending tenant. By no means does it constitute of a formal lease agreement nor does it imply that either, the landlord, their agent or prospective tenant enter into an exclusive negation period. Should these terms be agreed then the prospective tenant is required to complete a commercial tenancy application for the final approval of the landlord or their Agent.

Signature of Applicant:		Date:	
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100 POINT REFERENCE CHECK LIST

The following schedule is required to satisfy our 100-point check requirement for the applicant and guarantor, this schedule must be current.

Industrial Zone Real Estate requires one form of photo identification plus proof of current address.

APPLICANTS DOCUMENTS	VALUE	(tick)
Drivers Licence	40	
Bank Statement	40	
Passport / Birth Certificate	30	
Last 4 rent receipts/ Tenant payment ledger	30	
Capital Expenditure Statement	20	
Medicare Card	20	
Utilities Bill	10	
Reference from Landlord	10	
Pay Slips	10	
Motor Vehicle Registration	10	

GUARANTORS DOCUMENTS	VALUE	(tick)
Drivers Licence	40	
Bank Statement	40	
Passport / Birth Certificate	30	
Last 4 rent receipts/ Tenant payment ledger	30	
Capital Expenditure Statement	20	
Medicare Card	20	
Utilities Bill	10	
Reference from Landlord	10	
Pay Slips	10	
Motor Vehicle Registration	10	

STATEMENT OF ASSETS AND LIABILITIES INDIVIDUALS

Statement Of:

ASSETS		VALUES
House/ Property Address:		\$
Investments: <i>(Shares, cash on hand, deposit)</i>		\$
Other:		\$
Total Gross Assets:	A	\$
LIABILITIES		VALUES
Mortgage on property above:		\$
Other loans: <i>(Overdraft/personal/business)</i>		\$
Credit cards:		\$
Other:		\$
Total Liabilities:	B	\$
NET ASSETS		A+B \$

STATEMENT OF ASSETS AND LIABILITIES COMPANIES

Company Name:

ABN:

ACN:

ASSETS	\$ DOLLARS	FIXED ASSETS	\$ DOLLARS
Current Assets		Leased Improvements House Property	
Stock on hand:		Other property:	
Cash in hand:		Furniture & Equipment:	
Investments		Livestock:	
Security deposits:		Plant & Machinery:	
Intangible Assets		Motor Vehicles	
Goodwill of any business		Other Assets:	
Total Assets:		Total Assets:	
CURRENT LIABILITIES	\$ DOLLARS	MORTGAGEE(S) ON PROPERTY	\$ DOLLARS
Bank Overdraft		Taxes	
Trade Creditors		Other Liabilities/ Secured Creditors	
Loans Fixed		1.	
1.		2.	
2.			
Total Assets:		Total Assets:	
Total Liabilities:			\$
NET ASSETS			\$

Declaration

I/we the above-mentioned applicant do solemnly and sincerely declare that the information as shown above is true and correct by virtue of the provisions of the Oaths Act 1990.

**EVIDENCE IN SUPPORT OF APPLICATION TO ASCERTAIN
THE APPLICANT HAS THE MEANS TO SERVICE THE LEASE**

PROVIDE COPIES OF FOLLOWING DOCUMENTS	OFFICE USE
Last 3 months bank statements for the applicant showing transactions. (Bank account numbers can be redacted only)	
At least 3 business activity statements for the applicant if relevant or available. Copy of company extract if available / relevant to the applicant.	
Evidence of any assets owned by the applicant and /or Guarantor. eg. Council rates, water rates & notices	
Copy of recent bank loan statement for any assets owned by the applicant or guarantor showing balance of loan owing	
Any other documents the applicant can supply in support of the application to satisfy the agent that the applicant can service the lease.	