

**COMMERCIAL TENANCY APPLICATION
(ONE PER APPLICANT)
OFFER TO LEASE**

Address of Premises: _____

Name of Applicant:
*(If more than 1 please complete
separate applications)*

Registered Address: _____

Company Name: _____

Contact Numbers: Phone: _____ Fax: _____

Mobile: _____ Email: _____

GUARANTOR(S) – IF APPLICABLE

Name: _____

Address: _____

Suburb: _____ State: _____ P/Code _____

Contact Numbers: Phone: _____ Fax: _____

Mobile: _____ Email: _____

TENANT INFORMATION

Tenant Current Occupation: _____

Or/Tenant Employer: _____

Proposed Use of Premises: _____

**REFERENCES
(PLEASE PROVIDE WRITTEN REFERENCES WHERE POSSIBLE)**

Bank Reference:
*(Please provide written
reference)*

Branch: _____ Years: _____

Referee 1: _____

Contact Numbers: Phone: _____ Fax: _____

Mobile: _____ Email: _____

Referee 2: _____

Contact Numbers: Phone: _____ Fax: _____

Mobile: _____ Email: _____

Other: _____

Contact Numbers: Phone: _____ Fax: _____

Mobile: _____ Email: _____

PROPOSED LEASE TERMS

PER CALENDAR MONTH
PAYABLE IN ADVANCE OR
BEFORE THE FIRST DAY
OF EACH MONTH.

Rent: \$ _____

Commencement Date / Transfer Date: _____ Term: _____ Years: _____

Rent Review & Basis: _____

Option: _____ Years: Option Rent Review & Basis: _____

SPECIAL CONDITIONS

Tenant to pay Bond: \$ _____

Tenant to pay: City Rates: \$ _____ MMBW Rates: \$ _____

Glass Ins: \$ _____ Fire Ins: \$ _____

Comm Area Exp: \$ _____

Tenant to have right to assign: _____

Chattels (if any) incl. In leased premises: _____

Other: _____

SOLICITOR DETAILS

Proposed new tenant's Solicitor: _____

Contact Person: _____

Address: _____

Suburb: _____ State: _____ P/Code _____

Current Tenant's Solicitor: _____

Contact Person: _____

Address: _____

Suburb: _____ State: _____ P/Code _____

STATEMENT OF FINANCIAL POSITION

Financial Position as at: _____/_____/_____

LIABILITIES:

ASSETS:

Overdraft: \$ _____ Bank / Trading A/C: \$ _____

Creditors & Bills Payable: \$ _____ Savings A/C: \$ _____

House: \$ _____

Motor Vehicle: \$ _____

Furniture & Household Effects: \$ _____

Investment Details
(i.e. other properties owned): \$ _____

Other Liabilities (detail)	Total	Other Assets	Total
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

DETAILS OF EXPERIENCE IN PROPOSED BUSINESS:

DECLARATION

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

SIGNED by the **APPLICANT**

Date: ____/____/____

Where particulars are husband and wife, then a separate application for each party involved must be completed.

TENANT PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, from December 21, 2001 all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return it to this office with your tenancy application.

As professional Property Managers L.R. Reed (City) Pty Ltd collects personal information about you to ascertain what personal information we have about you, you can contact us by:

Name: L. R Reed (City) Pty Ltd
Telephone: (03) 8684 8888
Facsimile: (03) 8684 8800
Email: reception@lrreedcity.com.au
Visit website: www.lrreedcity.com.au

PRIMARY PURPOSE

As professional property managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunal / Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents & Landlords

SECONDARY PURPOSES

We also collect your personal information to:

Tick each box if you consent to the use and disclosure.

Enable us, or the Landlord's lawyers, to prepare the lease/ Tenancy documents for the premises

Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises

Pay /release rental bonds to/from Rental Bond Authorities (where applicable)

Refer to Tribunals, Courts and Statutory Authorities (where necessary)

Refer to Collection Agents / Lawyers (where default / Enforcement action is required)

Provide confirmation details for organisations contacting us On your behalf ie. Banks, Utilities (Gas, Electricity, Water, Phone.), Employers etc.

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease / tenancy of the premises.

Ntd DISCLOSURE STATEMENT

You can contact the National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd") by:

Telephone: (03) 9416 2366
Facsimile: (03) 9416 1640
Email: kim@ntd.net.au
In person: 1/191 Johnston Street, Fitzroy Vic 3065
Visit website: www.ntd.net.au

From 21st December 2001, you can gain access to your personal information.

PRIMARY PURPOSE

L.R. Reed (City) Pty Ltd collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of ntd.

L.R. Reed (City) Pty Ltd also provides credit information on companies/directors applying for commercial leases.

The real estate agent / property manager will advise L.R. Reed (City) Pty Ltd of your conduct throughout the lease / tenancy, and that information will form part of your tenant history.

L.R. Reed usually discloses information to:

- Licensed real estate agent members
- Ntd's parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to L.R. Reed (City) Pty Ltd, the real estate agent / property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease / tenancy of the premises.

Signed by the Applicant

Witness

Date