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Application to Lease

PROPERTY ADDRESS			
APPLICANTS CONTACT DETAILS	Phone:	Fax:	Mobile:
	Email:		
COMPANY / LESSEE(S) DETAILS:			
Business Name			
Trading Name			
ACN / ABN	GST Registered	YES	NO
How long has the business been trading?			
Website:			
BUSINESS ADDRESS	Current business address	Previous business address	
Address			
City			
State, postcode			
\$rent per annum			
Date of tenancy	from	to	from
			to
LANDLORD DETAILS	Current Landlord details	Previous Landlord details	
Company – if applicable			
Phone number			
Email address			
DIRECTOR(S) DETAILS	Director 1	Director 2	
Name			
Address			
City			
State, postcode			
Date of birth			
ID type, reference & expiry <i>Please ensure a photocopy of the ID is submitted with this application</i>	Ref Expiry	Ref Expiry	
BUSINESS / TRADE REFERENCES	Reference 1.	Reference 2.	
Company			
Name			
Phone number			
Email address:			
PERSONAL REFERENCES	Reference 1.	Reference 2.	
Name			
Phone number			
Email address			
Relationship to applicant			

* Please ensure your nominated references and current landlords are advised they will be contacted by our office.
Please note we reserve the right to request further references if deemed necessary to adequately assess your application.

PROPOSED TENANCY TERMS

Length of lease Option Period

Tenant occupation Date Proposed

Annual Rent

Proposed Annual Outgoings

Permitted Use:

Details of the nature of the business to be carried out at the premises

WORKS TO PREMISES

(Please attach details/plans on a separate sheet of paper if required).

(Please attach details on a separate sheet of paper if required).

ASSOCIATED COSTS

Rental Bond: A Bond or Security Deposit is payable upon execution of the lease

Lease Preparation Fees: Should the lease over the premises be prepared by a solicitor or conveyancer, the solicitor/conveyancer will charge their fees, plus disbursements, mortgagee consent fees and any other relevant fees associated with the preparation of the lease separately.

I CAN CONFIRM THE FOLLOWING

- Application:**

I, the Applicant apply for approval to lease the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance.

If more than one applicant, we acknowledge reference to 'I' means we/each applicant applying.

Signature _____

Signature _____

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