



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

I/We herein confirm that I/we wish to lease the above premises under the proposed following terms	
Length of lease	Option Period
Lease start date Advertised	Tenant occupation Date Proposed
Annual Rent	Annual Rent
Advertised Annual Outgoings	Proposed Annual Outgoings

Permitted Use:

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

WORKS TO PREMISES

I/We seek permission to carry out the following work to the premises, subject to Landlord, Council and Strata approval.
(Please attach details/plans on a separate sheet of paper if required).

I/We request that the Landlord carry out the following work to the premises prior to the commencement of the lease.
(Please attach details on a separate sheet of paper if required).

ASSOCIATED COSTS

Rent:	One (1) calendar months' rent (GST inclusive) is payable upon approval of this application and will be held in trust as a deposit to secure the tenancy until the lease is executed. If the lease proceeds, this deposit will be applied to the first months' rent if applicable.
Rental Bond:	A Bond or Security Deposit is payable upon execution of the lease
Lease Administration Fee:	REINSW Unregistered Lease Administration Fee is payable upon execution of the lease for lease terms (including options) of no more than three (3) years.
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

1. I acknowledge that this is an application to lease the specified property/premises and that my application is subject to the Landlord's approval.
2. I consent to the information provided in this application being verified and a reference check on The TICA Group Database, Police and with the trade/business referees provided and maybe liable for any reasonable costs associated with these checks.
3. I acknowledge that once instructions have been given by the Landlord to commence lease preparations that I am responsible for any associated expenses or solicitors fees incurred should I decide to withdraw or not proceed with my application subject to the Retail Leases Act

Application:

I, the Applicant understand that the minimum cover required for Public Liability is \$20million. The Landlord reserves their right to request a higher level. Please note a copy must be provided to the Landlord or Agent before commencement of lease.
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.
I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct
If more than one applicant, we acknowledge reference to 'I' means we/each applicant applying.

Applicant 1: Print Name _____ Signature _____ Date _____

Applicant 2: Print Name _____ Signature _____ Date _____