



**Commercial Lease Application Form**

**Address of Premises:** \_\_\_\_\_

**Applicants:**

Company/Business/Personal Name: \_\_\_\_\_ ABN/ACN: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Address: \_\_\_\_\_ Registered for GST: YES/NO

**Proposed Use:** \_\_\_\_\_

Premises Currently Leased or Owned: LEASED/OWNED

Address of premises currently leased or owned by the applicant: \_\_\_\_\_

Landlord/Managing Agent: \_\_\_\_\_ Current Phone 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:**

1) Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

2) Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

**Directors Personal Guarantees:**

1) Full Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_



2) Full Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

**Solicitor:**

Name & Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

**Principle Banker:**

Name: \_\_\_\_\_

Branch: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

**Declaration**

I/We the applicant hereby authorize Commercial Property Group to obtain a bank opinion and to 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 abovementioned 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 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 Agent and/or Landlord. If the Applicant enters into Agreement 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 Commercial Property Group (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.**

Signature of Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_



Signature of Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

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**OFFICES**

**COMMERCIAL PROPERTY GROUP – SOUTH WEST SYDNEY**

**Fax: (02) 9793 9091**

**COMMERCIAL PROPERTY GROUP – SOUTHERN SYDNEY**

**Fax: (02) 9546 3566**



**STATEMENT OF ASSETS AND LIABILITIES INDIVIDUALS**

Statement of: \_\_\_\_\_

ASSETS	VALUES
<b>House property:</b>	\$
<b>Address:</b>	
<b>Investments:</b> (shares, cash on hand deposit, livestock etc)	\$
<b>Nominate:</b>	
<b>Car:</b>	\$
<b>Furniture:</b>	\$
<b>Other:</b>	\$
<b>TOTAL GROSS ASSETS</b>	\$

LIABILITIES	VALUES
<b>Mortgage on property above</b>	\$
<b>Other loans:</b> (overdraft/personal/business)	\$
<b>Credit Cards:</b>	\$
<b>Other:</b>	\$
<b>TOTAL LIABILITIES</b>	\$

<b>NET ASSETS</b>	\$
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**Declaration**

**I/we the abovementioned 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.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Dated:**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Dated:**



**STATEMENT OF ASSETS AND LIABILITIES COMPANIES**

<b>Company Name:</b>	
<b>ABN:</b>	
<b>ACN:</b>	

<b>SHARE CAPITAL</b>	<b>\$DOLLARS</b>	<b>FIXED ASSETS</b>	<b>\$DOLLAR S</b>
		<b>Leasehold Improvements</b>	
<b>CURRENT ASSETS</b>		<b>House Property</b>	
Stock on hand		Other property	
Cash in hand		Furniture's & Equipment	
<b>INVESTMENTS</b>		Plant & Machinery	
Security Deposits		Livestock	
		Motor Vehicles	
<b>INTANGABLE ASSETS</b>		Other Assets	
Goodwill of any business			
Total Assets (Both Columns)			



<b>CURRENT LIABILITIES</b>	<b>\$DOLLARS</b>	Mortgagee(s) on Property	<b>\$DOLLARS</b>
Bank Overdraft		Taxes	
Trade Creditors		Other Liabilities/Secured Creditors	
Loans Fixed		1.	
1.		2.	
2.			
Total Assets (Both Columns)			
<b>TOTAL LIABILITIES</b>			

**NET ASSETS:**        \$ \_\_\_\_\_

**Declaration**

I/We the abovementioned 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.

\_\_\_\_\_  
**Signature of Applicant:**

\_\_\_\_\_  
**Dated:**

\_\_\_\_\_  
**Signature of Applicant:**

\_\_\_\_\_  
**Dated:**



**CONFIDENTIAL TRADE REFERENCE**

**Your name has been provided by the below company/person as a trade referee.  
Kindly provide the following information and return completed form to us by fax  
provided below**



Premises			
Trade refer provided by (company or person nominated by applicant)			
Name of Referee			
Contact telephone number of referee			
Trade reference to be provided on behalf of (name of applicant)			
Monthly (average amount traded)			
For Services provide (nominate service or goods provide): i.e. computer software, stationary			
Terms of credit arrangement	(Please Tick)		(Please tick)
On delivery		60 days	
7 days		90 days	
14 days		120 days	
30 days			
Other (please specify)	→		
Number of years trading with you:			
<b>Payment of account in accordance with credit arrangement:</b> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor <input type="checkbox"/>			
<b>Comments</b>			

Thank you for taking the time to complete this form

<p>Please return this form to: Commercial Property Group – South West Sydney FAX (02) 9793 9091</p>	<p>Commercial Property Group – Southern Sydney FAX (02) 9546 3566</p>
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