



Suite 6, Level 6,
402-410 Chapel Road
BANKSTOWN NSW 2200
Ph: 02 9707 4000
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LEASING APPLICATION FORM

Property Address applied for: _____

Contact Details:

Name: _____ Contact Number: _____

Address: _____

Leasing Proposal:

Proposed Rent: \$ _____ + GST Gross / Net per Month / Annum

Term of Lease: _____ Years Option: _____ Years

Bond: \$ _____ Rent in Advance: _____

Rent Review: CPI or ()% Whichever is Greater

Intended Use: _____

Commencement Date: _____

Outgoings: Water _____ Council _____ Strata _____ Insurance _____

Special Conditions:

1. _____
2. _____
3. _____

Business / Company Details:

1. When was the Business / Company Established? _____
2. Provide a Brief History of the Business: _____

3. Number of Employees: _____
4. Current Place of Operation: _____
5. Length of Time at Current Location: _____
6. Previous Place of Operation, if Less than 5 Years: _____

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Tenant Details:

Company Name: _____ ABN: _____

Applicant Contact / Director 1:

Family / Last Name: _____ First Names: _____

Date of Birth: _____ Drivers License Number: _____

Medicare Number: _____ Passport Number: _____

Current Address: _____

Phone Number: _____ Fax Number: _____

Mobile Phone Number: _____ Email: _____

Applicant Contact / Director 2:

Family / Last Name: _____ First Names: _____

Date of Birth: _____ Drivers License Number: _____

Medicare Number: _____ Passport Number: _____

Current Address: _____

Phone Number: _____ Fax Number: _____

Mobile Phone Number: _____ Email: _____

Current Tenancy Details:

Previous Landlord / Agent's Name: _____

Phone Number: _____ Fax Number: _____

Rent Paid per Month: \$ _____ + GST Period of Lease: _____

Address of Lease Property: _____

Bond Refunded? Yes / No If No, Why Not? _____

Reason for Leaving: _____

Attached copy of Tenant Ledger or Mortgage Repayments

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Trade References:

Provide 3 references where you hold an account. Phone numbers provided must be business landline numbers, personal numbers or mobile numbers will not be accepted.

Reference 1

Business Name: _____

Contact Name: _____

Phone Number: _____

Reference 2

Business Name: _____

Contact Name: _____

Phone Number: _____

Reference 3

Business Name: _____

Contact Name: _____

Phone Number: _____

Disclaimer / Authority:

1. The said Applicant, do solemnly and sincerely declare that the information contained in this Leasing Application & Proposal Form is true and correct and that all information was given of my own free will, I further agree to the Lessor/Agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this Leasing Application & Proposal Form.
2. The said Applicant, declare that the Agent has informed me/us to consult with Council regarding permission to operate from the aforementioned property.
3. The said Applicant, declare that the Agent has informed me/us to obtain Public Liability Insurance.
4. The said Applicant, do solemnly and sincerely declare that I/We are over 18 years of age and have read and understand the contents of this Leasing Application & Proposal Form and have the competence and capacity to enter into the Leasing Agreement.
5. The said Applicant further declare that:
 - a. I/We have inspected the aforementioned property.
 - b. I/We have on my/our accord decided that I/We wish to Lease the aforementioned property.
 - c. I/We have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained and information supplied on the fully completed Leasing Application & Proposal Form submitted by me. I/We further consent to the Agent carrying out any enquiries necessary to process my/our application for Lease.
 - d. I/We have been informed, understand and agree that the Applicant will be responsible for any legal costs, professional costs and disbursements reasonably incurred as a consequence of the Applicant requesting termination once terms have been agreed.

Applicant 1 Name: _____ Applicant 1 Signature: _____

Applicant 2 Name: _____ Applicant 2 Signature: _____

Date: ____/____/20____