

## APPLICATION FOR ASSIGNMENT OF LEASE

Phone: (08) 8231 8299 Fax: (08) 8231 9377

Property Address:			
Applicant: <i>(The name the Lease will be in)</i>			
Address:			
Drivers Licence Number:			
Contact Phone Numbers:	B:	M:	
	A/H:	Fax:	
Email Address:			
ABN Number:		ACN Number:	
<i>If applicant is a company please provide full names and address of the Guarantors</i>			
1. Name:			
Address:			
2. Name:			
Address:			
3. Name:			
Address:			
Settlement Date:			
Term of Lease:		Lease Renewal Options:	
Proposed Business:			
Does your proposed Use supply goods or services to the public?		YES / NO <i>(please circle relevant answer)</i>	
Conditions:			

T (08) 8231 8299  
F (08) 8231 9377

Level 1, 185 Victoria Square, Adelaide SA 5000  
GPO Box 2138, Adelaide SA 5001  
[commercialsa.com.au](http://commercialsa.com.au)

ABN 32 094 348 795

RLA 165 131

Your Trading Experience:	
Trade Reference # 1:	
Company:	
Contact Name:	
Phone Number:	
Trade Reference # 2:	
Company:	
Contact Name:	
Phone Number:	
Current or Previous Landlord:	
Company:	
Contact Name:	
Phone Number:	B: M:
Applicant's Solicitor or Accountant:	
Company:	
Contact Name:	
Phone Number:	B: M: Fax:
Are you or any of your business partners an undischarged bankrupt or have any of you assigned your estate for the benefit of creditors or had judgement recorded against you? YES / NO	
If yes, please provide details:	

## STATEMENT OF ASSETS AND LIABILITIES

### ASSETS

Item	Detail	Value
Property # 1	Address	\$
Property # 2	Address	\$
Property # 3	Address	\$
Furniture & Household Effects		\$
Vehicle # 1	Make                      Model	\$
Vehicle # 2	Make                      Model	\$
Plant & Machinery		\$
Stock inTrade		\$
Bank Savings Account		\$
Bank Trading Account		\$
Cash on Hand		\$
Govt. Bonds		\$
Bad Debts		\$
Shares, Debentures etc.		\$
Other Assets (in detail)		\$
	<b>TOTAL ASSETS</b>	<b>\$</b>

### LIABILITIES

Item	Detail	Value
Mortgage on Property # 1	Address	\$
Mortgage on Property # 2	Address	\$
Mortgage on Property # 3	Address	\$
Credit Card Commitments	Bank	\$
	Bank	\$
Hire Purchase / Lease		\$
Overdraft	Bank	\$
Trade Creditors		\$
Accounts Payable		\$
Taxation Due            / /		\$
Other Liabilities (in detail)		\$
	<b>TOTAL LIABILITIES</b>	<b>\$</b>
	<b>SURPLUS</b>	<b>\$</b>

**PRIVACY ACT ACKNOWLEDGEMENT**

In accordance with Section 18n(1) (b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

I/We hereby certify that the above information is true and correct as the date of this application and that the assets as stated are held solely by me/us and are not held in a trust capacity.

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Applicant's Signature

Date:        /        /

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Applicant's Signature

Date:        /        /

- PLEASE PROVIDE A COPY OF YOUR **BUSINESS SALE AGREEMENT** ALONG WITH THIS FORM FOR PROCESSING.

**Application Fee is as follows: (please tick which is applicable to you)**

- Net rental under \$24K per annum exclusive of outgoings & GST  
\$550.00 (inc GST)
- Net rental between 24K - \$100K per annum exclusive of outgoings & GST  
\$825.00 (inc GST)
- Net rental over \$100K per annum exclusive of outgoings & GST  
\$1100.00 (inc GST)

**Please return this form to our office with a cheque made out to Commercial SA.**

**This application fee is not refundable should the application be unsuccessful.**

**Landlord's approval for assignment of lease.**

Sign.....

Date:        /        /

# 100 Point Identification Check

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

**YOU MUST HAVE ONE ITEM IN THE PRIMARY DOCUMENTS CATEGORY**

Primary Documents	Points Available	Points Scored	Details of Document <b>Office use only</b> (document number, place of issue, date of issue, expiry date)
Passport (current or expired which has been cancelled and was current within the last two years)	70		
Citizenship Certificate (original or certified copy)	70		
Birth Certificate	70		

Identification Cards			Details of Document <b>Office use only</b> (license number, state issued, reference number, expiry date)
A Current Licence issued under law (eg drivers licence) which includes photo	40		
Current Tertiary Education ID (with photo)	40		
Current Identification Card issued to a Public Employee	40		
Social Security, Health Care or Pension Card	40		

Secondary Documents			Name of person giving information, address, occupation, phone number <b>Office use only</b>
Written reference signed by an officer from a financial body where you have been a customer for 12 months or more	40		
Verification from a local government officer who has known you for 12 months or more	40		

Other Documents			
Name and address of signatory verified from mortgage documents	35		
Current credit and debit cards	25		
Medicare Card	25		
A Utility Bill	25		
Foreign Drivers Licence	25		

**These documents MUST show your full name (not just initials) and be current**