



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: _____

OFFICES

COMMERCIAL PROPERTY GROUP – SOUTH WEST SYDNEY

Fax: (02) 9793 9091

COMMERCIAL PROPERTY GROUP – SOUTHERN SYDNEY

Fax: (02) 9546 3566

COMMERCIAL PROPERTY GROUP – REGIONAL SOUTH

Fax: (02) 4228 4700



STATEMENT OF ASSETS AND LIABILITIES INDIVIDUALS

Statement of: _____

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

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

NET ASSETS	\$
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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

Company Name:	
ABN:	
ACN:	

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



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

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:			
Payment of account in accordance with credit arrangement: Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor <input type="checkbox"/>			
Comments			

Thank you for taking the time to complete this form

Please return this form to: Commercial Property Group – South West Sydney FAX (02) 9793 9091	Commercial Property Group – Southern Sydney FAX (02) 9546 3566
Commercial Property Group – Regional South FAX (02) 4228 4700	