

Commercial Application Form

McFarlane

REAL ESTATE

Address: 276 Main Road, Cardiff

Website: www.mcfarlanerealestate.com.au

Ph: (02) 4954 0399

Email: commercial@mcfarlanerealestate.com.au

Application Checklist

Please complete this application thoroughly and accurately and ensure that all information is clear to read.

Checklist:

The following information must be provided in order to process your application. Please ensure you have provided non-returnable copies.

- Proof of Identity (i.e. Drivers Licence, Passport or Birth Certificate)
- Proof of Income (i.e. Two (2) Most Recent Payslips, Current Bank Statement and/or Current Centrelink Statement)
- Proof of Address (i.e. Current Electricity Bill, Phone Bill or Rates Notice)
- Additional Supporting Documents (i.e. Current Rental Ledger, Two Written References, etc)

1. Property Details:

Property Address: _____ Postcode: _____

Lease Commencement Date: _____ Lease Term: _____

Rent: \$ _____ + GST per _____ Outgoings \$ _____

2. Applicant/s Details:

2.1 Name: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

Date of Birth: ____ / ____ / ____ Driver's License No.: _____ Tax File No: _____

2.2 Name: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

Date of Birth: ____ / ____ / ____ Driver's License No.: _____ Tax File No: _____

3. Applicants Business

Company Name: _____ ACN: _____

Trading As: _____ ABN: _____

Registered Address: _____

Primary Trading Address: _____

Business Description: _____ Business Experience: ____ years

Other Trading Locations: _____

Solicitor: _____ Phone: _____

4. Applicant Tenancy History

4.1 Current Trading Address: _____

Period Of Occupancy: _____ Rent: _____ per _____

Reason For Leaving: _____

Landlord/ Agent Details Name: _____ Phone: _____

4.2 Have you ever been evicted from a premises? (Y/N)

Applicants Properties

5.1 Address: _____

Market Value (estimate): \$ _____ Monies Owing (estimate): \$ _____

5.2 Address: _____

Market Value (estimate): \$ _____ Monies Owing (estimate): \$ _____

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7. Guarantors

Individual 1-

Name: _____

Private Address: _____

Phone: _____ Mobile: _____

Email: _____

D.O.B: _____ Driver's License No: _____

T.F.N: _____ Bank: _____

Bank A/C No: _____ B.S.B: _____

Individual 2-

Name: _____

Private Address: _____

Phone: _____ Mobile: _____

Email: _____

D.O.B: _____ Driver's License No: _____

T.F.N: _____ Bank: _____

Bank A/C No: _____ B.S.B: _____

8. Business Referees: (All referees should NOT be related to you)

1. _____ Phone: _____ Relationship: _____

2. _____ Phone: _____ Relationship: _____

3. _____ Phone: _____ Relationship: _____

4. _____ Phone: _____ Relationship: _____

9. Emergency Contact (Note: Required to contact you as a matter of urgency and your normal contact details are not responding)

Name: _____ Phone: _____

Address: _____ Mobile: _____

Name: _____ Phone: _____

Address: _____ Mobile: _____

I/We hereby apply for the above premises and if accepted I/We will immediately pay an amount equal to one (1) months rent. I/We also understand that we are responsible for payment of two (2) months Bond plus outgoings (if applicable). We further understand that this information is supplied confidentially and we understand that you will check/verify information provided.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Any additional information you would like to volunteer to enhance your application.

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10. Declaration

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application. I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understood the contents of this agreement and have the competence and capacity to enter into this agreement. I further confirm and declare that:-

I have inspected the property located at _____

1. I have on my own accord, decided that I wish to lease the subject property commencing on ___/___/___ for a period of _____ years.
2. I have been informed, understand and agree the rental for the subject property is to be \$_____ per calendar month and is within my means of support.
3. I have been informed, understand and agree the rental for the subject property is to be paid every calendar month and is to be paid by the due date, without demand, at all times.
4. I have been informed, understand and agree that McFarlane Real Estate will carry out an inspection on the property up to two (2) times a year and I further warrant that I will co-operate fully to allow this inspection to be carried out.
5. I have been informed, understand and agree that the bond will be \$_____ and I further authorise the Agent, McFarlane Real Estate to attend to all details regarding the lodgment of the said rental bond with the appropriate authority/method.
6. I have been informed, understand and agree that all required monies must be paid in full before the signing of the lease.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the Agent, McFarlane Real Estate carrying out any enquiries necessary to process my application for tenancy.
8. I have been informed, understand and agree that should the Landlord be put to any expense or expend any monies during the currency of the Lease Agreement or at the expiration of the Lease Agreement as a consequence of a breach by me in the performance and observance of the obligations under the Lease Agreement (including but not limited to: evictions, payment of rent, maintenance of the premises, making good damage to the premises), that all and any such moneys expended by the Landlord shall be recoverable from me and payable by me, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc.
9. I further consent to the Agent, McFarlane Real Estate disclosing all personal information that they may hold for the purpose of:-
 - Listing my name with a database as a result of a tribunal order or multiple breach notices,
 - Enforcing a tribunal order or court order
 - Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy
 - Constant rental arrears
10. I have been informed and understand that this property may be covered by Landlord insurances and this may involve at times my information being passed onto the insurers for insurance purposes.
11. I have been informed, understand and agree that should this application not be accepted, the Agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy database.
12. I have been informed, understand and consent to the Agent, McFarlane Real Estate supplying all necessary information, as may be required, to any Tenancy Database/s that they use, subject to the Tenancy Database/s complying with the provisions of the Privacy Act. I have read, understood and accept the attached Privacy Statement.
13. I have been informed, understand and acknowledge that the Agent, McFarlane Real Estate has the contact details for the Tenancy Database/s they use and that the Agent will supply these contacts should I request the contact details.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____