



COMMERCIAL APPLICATION FORM

BAY
realty.

Application to Lease

Commercial & Retail Premises

Please complete this form thoroughly, accurately and to the best of your knowledge.
Please sign and return this application form to Bay Realty Co if you choose to proceed.

We require at least 100 points of **identification** and **3 references** providing proof of your ability to carry out a business as defined at the bottom of the application form.

A **deposit** of one (1) months' rent plus GST is required to take the property off the market. This amount will be held in lieu of legal fees. Any balance will be credited to your first month's rental. Should you decide not to proceed with the lease execution for any reason, this deposit will be forfeited in full.

Personal Guarantees are required if the lease is to be in a company name.

Any **Council Fees** applicable as a result of a Development Application, Construction Certificate, Change of Use or Change of Operating hours are to be paid by the Lessee.

Outgoings are not included in any Rent-Free period which may be negotiated. All outgoings are payable from the Lease Commencement date.

A **Security Deposit** must be paid before, or on signing of the Lease agreement, by way of Bank Guarantee or EFT transfer.

Legal Fees & Lease Fees are payable by the Lessee, where applicable under a Retail Lease.

Access may be arranged with our office for inspections and tradesman inspections for quotes before the signing of the lease.

In completing this application you provide authority for LJ Hooker Rockdale to make any and all necessary enquiries to confirm the accuracy of the information provided.

We would appreciate the completion of the Application to Lease along with the acceptance of the proposed Heads of Agreement in order to expedite the procedure and also to negate any problems. If you require any further information please contact our office on 02 9597 6144.

With kind regards,

Bay Realty Co

Identification Required for each applicant or director of the company.

- ☐ Passport
- ☐ Driver's License
- ☐ Bank Statement
- ☐ Most recent Tax Return
- ☐ Rental Ledger
- ☐ Written References
- ☐ Proof of Guarantor's Address (council rate, water rate, electricity bill, phone bill)
- ☐ Confirmation of Business Name Registration
- ☐ Confirmation of Directors names
- ☐ ASIC or Fair Trading Company Certificate

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Commercial & Retail Premises

ADDRESS			
RETAIL TENANCY	☐ YES ☐ NO	LEASE PREPARATION	☐ AGENT ☐ SOLICITOR

COMPANY DETAILS			
COMPANY NAME			
TRADING AS			REG GST? ☐ YES ☐ NO
LEGALS	ABN	ACN	TFN
BUSINESS ADDRESS			
PHONE	WORK	MOBILE	FAX
ADDITIONAL CONTACT	EMAIL	WEBSITE	

APPLICANT 1 / DIRECTOR / SECRETARY			
NAME			☐ DIRECTOR ☐ SOLE TRADER
PERSONAL ADDRESS			
PHONE	HOME	MOBILE	FAX
ADDITIONAL CONTACT	EMAIL	TFN	

NEXT OF KIN		
NAME		RELATION:
ADDRESS		
CONTACT DETAILS	MOBILE	EMAIL

APPLICANT 2 (if any)			
NAME			☐ DIRECTOR ☐ SOLE TRADER
PERSONAL ADDRESS			
PHONE	HOME	MOBILE	FAX
ADDITIONAL CONTACT	EMAIL	TFN	

DETAILS OF PROPOSED BUSINESS			
TYPE OF BUSINESS			
SERVICES PROVIDED			
BUSINESS HISTORY / PREVIOUS EMPLOYMENT			
GROSS INCOME HISTORY	YEAR 1	YEAR 2	YEAR 3
DO YOU HAVE ANY OTHER COMPANIES CURRENTLY TRADING	☐ YES ☐ NO	DETAILS	

DETAILS OF PROPOSED BUSINESS (CONTINUED)			
DETAILS OF PROPOSED FIT-OUT WORKS (IF ANY)			
PROPOSED STAFFING	WILL THE DIRECTORS BE WORKING ON-SITE? ☐ YES ☐ NO		
	HOW MANY STAFF WILL YOU HAVE WORKING	FULL-TIME	PART-TIME CASUAL

Do you have any special requirements for the business regarding fit-out and/or services?

Has any legal action been instituted against you for default under any credit contract within the last 5 years?

☐ YES ☐ NO IF YES, PROVIDE DETAILS:

Have you ever had a judgement entered or a conviction recorded against you, been bankrupt, insolvent, assigned your estate for the benefit of creditors or entered into a scheme of arrangement with any creditor?

☐ YES ☐ NO IF YES, PROVIDE DETAILS:

Have you ever leased a retail or commercial premises previously? ☐ YES ☐ NO

If yes, please provide details and attach rental payment ledger from agent or landlord.

CURRENT MANAGING AGENT / LESSOR		
ADDRESS		
LESSOR/AGENT NAME		
COMPANY (IF ANY)		
CONTACT DETAILS	WORK	MOBILE
	EMAIL	
LEASE DETAILS	RENT P/M	LEASE TERM

LESSEE SOLICITOR		
COMPANY		CONTACT:
POSTAL ADDRESS		
PHONE	WORK	MOBILE
ADDITIONAL CONTACT	EMAIL	

BUSINESS REFERENCES		
REFERENCE 1	NAME	COMPANY
	PHONE	COMMENTS
REFERENCE 2	NAME	COMPANY
	PHONE	COMMENTS
REFERENCE 2	NAME	COMPANY
	PHONE	COMMENTS

Please complete the Asset and Liability Schedule below:

ASSETS	\$	LIABILITIES	\$
Cash at Bank		Bank overdrafts	
Debtors		Creditors	
Other Stock		Other	
Total		Total	
Real Estate (supply council rate notice)		Mortgages	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
Vehicles		Vehicle Loans	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
Other Assets		Other Loans	
Furniture			
Total Assets		Total Liabilities	
NET WORTH			\$

AUTHORITY BY EACH APPLICANT

The completion and submission of this application is no assurance that your application will be accepted. We will not be required to provide you with any reason if this application is not accepted. This application does not signify any contractual obligation on either party in respect of a proposed lease.

I / We declare that the information provided in this application is true and correct and that all reasonable information and details have or will be provided to allow the application to be considered.

I / We authorise the landlord's agent to:

1. Check with my employers, my previous or current lessor or agent and the references
2. Request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies.
3. Report any details of the tenancy to any tenancy recording services as the agent deems necessary including breaches of the tenancy agreement or positive references.

Company Name _____ ABN _____

Applicant 1 Name _____ Signature _____

Date _____

Applicant 2 Name _____ Signature _____

Date _____

Applicant 3 Name _____ Signature _____

Date _____