

Commercial Tenancy Application

Commercial & Retail Premises

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This application will only be processed once ALL details have been completed and all copies of supporting documents are attached.

Property Address:

Date:

Individual Tenant

Full Name:

Residential Address:

Home Ph:

Work Ph:

Mobile:

Email Address:

Drivers Licence
No

Do you own your own home? Yes ☐ No ☐

If no, Landlord/
Agent Name:

Contact Name:

Contact Number:

Tenant is a Company:

Company Name/Trading As:

ABN

ACN

GST Registered: Yes ☐ No ☐

Registered Address:

Contact Person:

Position in Company:

Current Business Address:

How long have you been at this address:

Current Rent:

Phone:

Mobile:

Fax:

Email:

Current Landlord/Agent

Landlord/Agent Contact Number:

Personal Guarantor

Director 1

Full Name:

Residential Address:

Home Ph:

Work Ph:

Mobile:

Email Address:

Driver Licence No:

Do you own your own home? Yes ☐ No ☐

If No, Landlord/Agent:

Contact Name:

Contact Number:

Personal Guarantor Director 2

Full Name:		
Residential Address:		
Home Ph:	Work Ph:	Mobile:
Email Address:	Driver Licence No:	
Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, Landlord/Agent:	
Contact Name:	Contact Number:	

Proposed Lease Details

Description of Business:		
Proposed Use:		
Term of Lease:	Options:	Proposed Annual Rent:
Proposed Commencement Date:		
Security Deposit:	Rent Reviews:	
Proposed Works to be Carried Out By Tenant:		
Other Comments:		

Accountant:	
Contact Name:	Contact Number:
Solicitor:	Solicitor Email:
Address:	Contact Name & Number:

Business Trade References (written preferred, please attach)

Name:	Contact No:
Name:	Contact No:
Name:	Contact No:

Experience

Please provide us with details of your current and past retail and business experience – if insufficient space, provide a separate business plan

Retail Experience

Business/Management Experience:

Other Relevant Details:

Asset & Liability Schedule

ASSETS	APP 1 (\$)	APP 2 (\$)	LIABILITIES	APP 1 (\$)	APP 2 (\$)
Cash at Bank			Bank Over Draft		
Debtors			Creditors		
Other			Other		
Total			Total		
Real Estate			Mortgages		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
Vehicles			Vehicles		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
Other Assets			Other Loans		
Shares					
Furniture					
Total Assets			Total Liabilities		

Combined Gross Worth: \$

Combined Net Worth \$

I/we hereby certify that the above statement is true and correct and that all of the Assets and Liabilities listed above are owned personally by me/us.

Signed: _____

Date: _____

Signed: _____

Date: _____



Privacy Protection Of Information

Privacy Act 1988

Authority to Blueprint Property that credit information may be given:

To aid in the application assessment process for commercial, retail and industrial premises, I authorise you to obtain information about my credit worthiness and financial position.

These reports may contain:

- Personal information about me in relation to my application for premises.
- Information about my commercial activities in relation to my application for premises.
- Other information in relation to my commercial credit activities.

I understand the information may be used for the following purposes:

- To assess an application by me for the lease of a premises.
- To assess my credit worthiness and financial position.

Bankers View

I authorise you to receive bankers' opinion about my business, trade and profession.

Authority for Trade References

I authorise you to receive trade references for any purpose relating to an application for commercial or industrial premises. I authorise you to obtain from my accountant a statement of assets and liabilities.

The applicant acknowledges that no binding lease or agreement to lease shall arise until such time as formal lease documentation has been prepared and executed by both parties.

Name:	Signature:	Date:
Name:	Signature:	Date:
Name:	Signature:	Date:



Tenancy Application Checklist

To assist you with your tenancy application we provide the following, which details the documents you need to include with your application. Your application **CANNOT** be processed unless all documents are provided.

To prevent any inconvenience to you, please check off the items and ensure you have all documents attached to your application.

Identification

The following 6 ITEMS of information must be provided with the application

- | | | | |
|--------------------------------|--|----|--|
| 1. Photograph Identification | <input type="checkbox"/> Passport | or | <input type="checkbox"/> Drivers License |
| 2. Tenancy Reference | <input type="checkbox"/> Rental Ledger or Receipts | or | <input type="checkbox"/> Written reference |
| 3. Proof of Guarantors address | <input type="checkbox"/> Phone / Gas / Electricity | or | <input type="checkbox"/> Credit Card / Council / Water Rates |
| 4. Proof of Income for rental | <input type="checkbox"/> 3 recent pay-slips | or | <input type="checkbox"/> Bank Statements / Tax |
| 5. Proof of Assets | <input type="checkbox"/> Property ownership | or | <input type="checkbox"/> Return Share Portfolio |
| 6. Business Verification | <input type="checkbox"/> Business Registration Cert. | or | <input type="checkbox"/> ASIC / FAIR Trading Return |

ACKNOWLEDGEMENT

The Applicant offers to lease the premises from the Landlord for the rent and on the terms set out herein and declares that the information provided is true and correct.

AUTHORITY BY EACH APPLICANT: I authorise the Blueprint's agent:

1. to check with my employers, my previous or current Landlord/Agent/Owner, and the Referees named as my trade references.; and
2. to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
3. to 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.

PLEASE NOTE:

- One months rent in advance and the agreed security deposit are required prior to the commencement of the lease.
- Personal Guarantees are required for leases in company names.
- GST is payable on the rental & outgoings, unless otherwise stated.
- Security deposits are to be held on behalf of the Lessee in an interest bearing trust account.
- This application is subject to the landlords approval.

Privacy Act 1998 Collection Notice

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, other agents, third party operators of tenancy reference databases may also be disclosed to the Agent and/or landlord. The Agent may also disclose information to other parties on the internet. The Agent will only disclose information in this way to other parties to achieve the purpose specified above or otherwise allowed under the Privacy Act 1988. If the Applicant would like to access his/her personal information held by the Agent, they can do so by contact the Agent at the address and contact numbers contained on this application. 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.

Signature of applicant: _____

Date: _____