

# COMMERCIAL TENANCY APPLICATION FORM

PROPERTY: .....

DATE: .....

## IF THE PROPOSED TENANT IS A COMPANY:

NAME OF TENANT: .....

A.C.N: ..... A.B.N: .....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:.....

EMAIL:..... FAX:.....

CURRENT LANDLORD/AGENT..... TELEPHONE NO:.....

BANKERS:..... BRANCH:.....

## **DETAILS AS TO GUARANTORS:**

**Individual 1.** Name:.....

Private Address:.....

Phone:..... Mobile:.....

Email Address:.....

Date of Birth:..... Drivers Licence No:.....

Tax File Number:.....

**Individual 2.** Name:.....

Private Address:.....

Phone:..... Mobile:.....

Email Address:.....

Date of Birth:..... Drivers Licence No:.....

Tax File Number:.....

## IF THE PROPOSED TENANT IS NOT A COMPANY:

**Individual 1.** Name:.....

Private Address:.....

Phone:..... Mobile:.....

Email Address:.....

Date of Birth:..... Drivers Licence No:.....

Tax File Number:.....

**Individual 2.**

Name:.....

Private Address:.....

Phone:..... Mobile:.....

Email Address:.....

Date of Birth:..... Drivers Licence No:.....

Tax File Number:.....

**PROPOSED LEASE TERMS:**

DESCRIPTION OF BUSINESS:.....

PROPOSED USE OF PREMISES:.....

TERM OF LEASE:.....years LEASE OPTIONS:.....years

PROPOSED COMMENCEMENT DATE:.....

PROPOSED RENT (ANNUAL):..... BOND:.....

ANNUAL RENT REVIEW:.....

WORKS PROPOSED TO BE COMPLETED BY PROPOSED TENANT: .....

.....

.....

.....

WORKS REQUESTED BY THE PROPOSED TENANT: .....

.....

.....

.....

OTHER REQUESTS.....

.....

SOLICITORS FOR TENANT:.....

Attention:..... Phone: .....

ACCOUNTANTS FOR TENANT:.....

Attention:..... Phone:.....

TRADE REFERENCES:

1. .... Phone:.....

2. .... Phone:.....

3. .... Phone:.....

# TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, from 21<sup>st</sup> December 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take time to read this Privacy Statement carefully and once completed, return it to this office with your "Application for Commercial Property".

As professional property managers, Just Real Estate collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: 03 9707 3322

Facsimile: 03 9707 4411

E-mail: [rentals@justrealestate.com.au](mailto:rentals@justrealestate.com.au)

In person: Suite 10, 26-28 Verdun Drive, Narre Warren Vic 3805

Website: [www.justrealestate.com.au](http://www.justrealestate.com.au)

## PRIMARY PURPOSE

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have applied for and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee
- Referees you have nominated
- Organisations/Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Retail Tenancy Hearings/Courts
- Collection Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents and Landlords

## SECONDARY PURPOSE

We also collect your personal information to:

Please tick each box if you consent to use and disclosure

Enable us or the Landlord's lawyers to prepare the lease/tenancy documents for the premises.

Allow organisations/trades people to contact you in relation to maintenance matters relating to the premises.

Refer to Tribunals, Courts and Statutory Authorities (where necessary).

Refer to Collection Agents/Lawyers (where default/enforcement action is required).

Provide confirmation details for organisations contacting us on your behalf ie. Banks, utilities (gas, electricity, water, telephone), trade references etc.

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

## NTD DISCLOSURE STATEMENT

You can contact **National Tenancy Database Pty Ltd** (ABN 26 000 602 862) ("**ntd**") by:

Telephone: 1300 563 826

In person: 12/628 Little Bourke Street, Melbourne Vic 3000

Website: [www.ntd.net.au](http://www.ntd.net.au)

### PRIMARY PURPOSE

**ntd** collects your personal information to provide its members and others listed below with historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **ntd**.

**ntd** also provides credit information on companies/directors applying for commercial leases.

Details concerning your lease/tenancy period may be passed on to the **ntd** by the real estate agent/property manager and that information may form part of your tenant history.

**ntd** usually discloses information to:

- Licensed real estate agent members
- **ntd's** parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries and related entities
- **Credit Bureaus**

If your personal information is not provided to **ntd**, the real estate agent/property manager will **not** be able to carry out their professional responsibilities and will **not** be able to provide you with a lease/tenancy of the premises.

Signed by the Applicant

-----  
(Signature)

-----  
(Print Name)

/

/

-----  
Day

Month

Year

(Witness)

## TENANT APPLICATION ID CHECK LIST

### List of acceptable documents

All identification must be valid to be accepted with current address (if applicable). Identification documents that do not have a current address or have expired will not be deemed acceptable identification. **Please provide copies attached to your application. We will not photocopy documents for you.**

### PRIMARY IDENTIFICATION DOCUMENTS TWO DOCUMENTS REQUIRED FROM THIS GROUP

- Passport - either Australian or from another country  
(International Passport must have Birth Certificate attached or VISA)
- Australian driver's licence, probationary licence or learners permit with current address
- Pension card or Concession Card
- Pay slips – (if monthly please provide 2 slips, if weekly please provide 4)

If you have changed your name from that on the document (e.g. due to marriage etc.), Accompanying Documentation showing change of name must be provided. Eg Marriage certificate.

### SECONDARY IDENTIFICATION DOCUMENTS MINIMUM 4 DOCUMENTS REQUIRED FROM THIS GROUP

- ATO Tax Return
- Australian bank or credit union statement (not an ATM slip)
- Council rate notice
- Pay slips &/or Centrelink confirmation letter
- Rental Ledger or 4 of your most recent rent receipts
- Working with Children ID
- Gas/electricity bill
- Birth certificate (original or copy)
- Telephone bill
- Vehicle registration certificate
- Employer/security ID card
- Marriage certificate
- Australian Citizenship Certificate

Please find attached my identification required to complete the application process

All documents provided are copies of a true original, I understand that providing false documentation is an offence.

Signed \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_