

AGENT DETAILS

Honer Dodd Realty

243 Rocky Point Road, Sans Souci NSW 2219

Tel: 02 9529 6699

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Email: info@honerdodd.com.au

Property Manager: Stacey Auciello



COMMERCIAL APPLICATION FORM

PROPERTY DETAILS

The property address you would like to lease

Use of Property

Lease Terms

1 2 3 4 5 Years

Plus Option Term

1 2 3 4 5 Years

Rent Payable \$ Per MONTH Plus GST

Bond Payable \$ BOND

Outgoings

Lease Commencement Date

Day Month Year

SOLICITOR DETAILS – Preparation Of Leases

Name of Firm

Contact name

Address

Phone

Fax

Email

APPLICANT PERSONAL DETAILS

Mr Mrs Ms Miss Other

Surname

Given Name/s

Date of Birth

Drivers Licence Number

Drivers licence expiry date

Drivers licence state

Car rego number

Car make & model

Passport no.

Passport country

Pension no. (if applicable)

Pension Type (if applicable)

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email Address

What is your current address

REGISTERED COMPANY DETAILS

Registered Name

Registered Trading Name

Registered address

ABN number

ACN number

***Attach item.** Copy of Company Registration

***Attach item.** Copy of Registered Trading Name & Address

***Attached item.** Professional Qualifications

COMPANY DIRECTORS & GUARANTORS

Surname

Given Name/s

Current Address

Date of Birth

Drivers Licence Number

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email

APPLICANT HISTORY

How long have you lived at your current address?

Years

Months

Do you

Own this property

Live with parents

Share with friends

Rent

Agent/Landlord Name

Agent/Landlord phone no.

Monthly Rent

What was your current business address?

How long have you been in this address?

Years

Months

Agent/Landlord name for the business address

Agent/Landlord phone no.

Monthly Rent

Was the bond refunded in full?

Yes

No

Give Reason for Bond Retention (if any)

EMPLOYMENT HISTORY

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employers Name

Employers address

Contact name

Phone no

Length of employment
Years

Net Income
Months

IF SELF EMPLOYED

Business Name

ABN

Address

ACCOUNTANTS DETAILS

Name of firm

Contact name

Mobile number

Work number

Fax number

Email

BANK REFERENCES

Name of bank

Contact name

Phone number

Email

*Attach item. Copy of Business Bank Statement

*Attach item. Copy of Personal Bank Statement

TRADE REFERENCES

1. Name of firm

Address

Contact name

Mobile number

Work number

Fax number

Email

2. Name of firm

Address

Contact name

Mobile number

Work number

Fax number

Email

DECLARATION

I/ We agree to make all rental and any other payments owed to the landlords by Automatic payment, should this offer to lease be accepted by the landlords.

Payments

Initial rent payments must be made payable to Honer Dodd Realty by either Visa or Master Card Payment, Money Order or Bank Cheque. Bonds payments must be made payable to Honer Dodd Realty by either, Money order or Bank Cheque. Personal Cheques are not accepted.

Acknowledgements

The applicant acknowledges that the property as inspected is in clean and satisfactory condition. All fitted appliances will be in good and proper working order.

Unsuccessful Applications

Your application will be retained for a short time and then will be disposed of via a safe disposal method.

Successful Applications

You will be notified by phone. You must sign your new tenancy agreement, bond lodgment form and pay your bond within 24 hours of your approval. Keys and access to the property will be only made available once all documents have been signed and all monies paid by you. No action may be

taken against any party if your application is unsuccessful or the premises become unavailable on the date for any reason whatsoever. Failure to answer honestly all questions that form part of this application or your failure to abide by any of the requirements mentioned may result in your application being dismissed.

Privacy Statement

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have Inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous residence;

(b) My personal referees and employer/s;

(c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that the Agent will use and disclose my personal information in order to:

(a) communicate with the owner and select a tenant

(b) prepare lease/tenancy documents

(c) allow tradespeople or equivalent organisations to contact me

(d) lodge/claim/transfer to/from a Bond Authority

(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)

(f) refer to collection agents/lawyers (where applicable)

(g) complete a credit check with NTD (National Tenancies Database) and or RP Data.

(h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

IDENTIFICATION REQUIREMENTS

Please provide us with 100 points of identification

100 Points of ID is required for each applicant, you MUST provide a copy of your

Driver's Licence

Medicare card

Passport

Previous tenancy agreements

Valid credit card

Wages slips

Utility bills

Recent Bond Receipt

Tenancy changes

As the tenant, it is your responsibility to advise your property manager of any changes in the tenancy (eg one of the occupants intends on moving out, or a new person intends on moving in).

Information on rent increases

Rent can only be increased in accordance with the rent review terms contained in your lease and you will receive a reminder notice of any increase applied.

Periodic inspections

From time to time, we will conduct routine inspections of the property. You will usually receive one week's notice and we value your cooperation.

Keys

If you change the locks, you must provide your property manager with a key. If you have any other key-related questions (eg lost keys), please speak to your property manager.

Insurance

We strongly recommend that you arrange adequate insurance to cover the contents of the property.

Signature of Landlords agent

Date

Signature of Applicant

Date

FURTHER IMPORTANT INFORMATION & CONDITIONS REQUIRED FOR THIS COMMERCIAL TENANCY APPROVAL

1. Provide all information of new tenant as described below....
 - (ii) Two written references as to its financial circumstances.
 - (iii) Three written references as to its business experience.
 - (iv) Statement of assets and liabilities - signed & dated.
 - (v) Declaration statement acknowledging having received a copy of the existing Lease Contract (once prepared by the landlords lawyers) and that you shall seek and receive legal advice before signing it. In doing so, it demonstrates that you accept and have total understanding of your obligations.
2. You shall provide trading details (Statements) with your bank, and
3. That upon approval of this application, the tenant agrees to provide written advice to the Landlords, of all structural internal refurbishing including the removal of fixtures and floor coverings, alterations to plumbing, electrical and other material works intended to be carried out by this tenant to suit this tenants own business needs.
4. It is further agreed that in the event that the tenant shown on this application, wishes to assign this lease agreement in the future, that any new future tenant (assignee) must be made aware of and by the tenant shown on this application, of all works as described in item 6. that has been carried out by this tenant (assignor) to suit this tenants own business needs. Notwithstanding the above, upon reaching the end of the lease term, the new tenant (assignee) may be required to re-instate the premises to the same state of condition as at the commencement or hand-over date in all respects, or, in part in accordance to landlords description and will be at tenant own expense. This matter will be included as a condition into the new document under 'Lease Transfer'
5. New and continuing tenant is responsible to obtain Council trading permit approval, or, carry-over of existing approval permit application obtained under previous tenant.
6. Any lease transfer documentation will be prepared by the landlord's lawyers in accordance to the original lease agreement. The official effective change-over date will commence from the next earliest start on 1st day of the month (due date of rental) upon the receipt of fully signed and exchanged documents.

Signature of Applicant:

Date: