



Melbourne

Level 1 | 53-57 Lonsdale Street | Melbourne VIC 3000 | Phone 9639 4888 Fax 9639 1122

COMMERCIAL TENANCY APPLICATION

* Please note, one application per applicant

APPLICANT DETAILS
<i>Address of Premises:</i>
Full Name of Applicant:
Date of Birth:
Residential Address:
<i>Contact Details</i>
Home Phone Number:
Mobile:
Fax:
Email Address:
Drivers License Number (photocopy to be provided):
Car Make, Model and Registration:
Company Name:
ABN/ACN (if applicable):
GST Registered:

GUARANTOR/S - IF APPLICABLE
Name/s:
Address:
<i>Contact Details</i>

Phone Number:
Mobile:
Fax:

TENANT EMPLOYMENT HISTORY
Tenants Current Occupation:
Company or Individual Name:
Contact Name:
Address:
Phone Number:
Tenants Previous Occupation:
Company or Individual Name:
Contact Name:
Address:
Phone Number:

REFERENCES
<i>Professional Reference's</i>
Name:
Relationship:
<i>Contact Numbers</i>
Phone Number:
Mobile:
Name:
Relationship:
<i>Contact Numbers</i>
Phone Number:
Mobile:
<i>Personal Reference's</i>
Name:

Relationship:
<i>Contact Numbers</i>
Home:
Mobile:
Name:
Relationship:
<i>Contact Numbers</i>
Home:
Mobile:

PROPOSED LEASE TERMS
Rental Per Calendar Month: \$
Rental Per Annum: \$
Commencement Date:
Lease Term:
Rent Review & Basis:
Lease Option:
Option Rent Review & Basis:
Proposed Use of Premises:
Tenant to pay Security Deposit: \$
<i>Outgoings</i>
Council Rates:
Building Insurance:
Water Rates:
Body Corporate Fees:
Essential Services:
Air Conditioning Maintenance:

DETAILS OF BUSINESS EXPERIENCE

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SOLICITOR AND ACCOUNTANT DETAILS	
Solicitors Name:	
Contact Person:	
Address:	
Phone Number:	
Accountants Name:	
Contact Person:	
Address:	
Phone Number:	

STATEMENT OF FINANCIAL POSITION	
<i>Liabilities</i>	
Mortgage:	
Overdraft:	
Phone Number:	
Credit or Store Cards:	
Rent:	
Car Repayments:	
Stock:	
Creditors:	
General Expenses:	
<i>Assets</i>	
Cash at Hand:	
Shares:	
Property:	
Rental Income:	
Stock at Hand:	
Vehicle:	
Furniture and Household Effects:	

General Assets:
<i>Supporting Documents to be Attached</i>
Bank Statement/s
Council Rates Notice/s
Share Holding Certificate/s
Most Recent Tax Return
Accountants Report

DECLARATION

I _____ hereby declare the above information to be true and accurate in every respect.

Signed by the Applicant: _____

Date: _____

Witness: _____

Where particulars are husband and wife, a separate application for each party involved must be completed.

TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, from December 21, 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 the time to read this Privacy Statement carefully, and once completed, return it to our office with your tenancy application form.

As professional Property Managers (L R Reed Melbourne Pty Ltd) collects personal information about you to ascertain what personal information we have about you, you can contact us via the details below:

L R Reed Melbourne Pty Ltd
Level 1
53-57 Lonsdale Street, Melbourne 3000
Ph: 9639 4888 Fax: 9639 1122
Email: reception@lrreedmelbourne.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 requested 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 may 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 at the premises
- Rental Bond Authority
- Residential Tenancy Tribunal/Courts
- Collection Agents
- National Tenancy Database P/L (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents & Landlord's.

SECONDARY PURPOSE

We also collect your personal information to:

****Tick each box if you consent to the use and disclosure.**

- Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents for the premises
- Allow organizations/trades people to contact you in relation to maintenance matters relating to the premises
- Pay/release rental bonds to/from Rental Bond Authorities (where necessary)
- Refer to Tribunals, Courts and Statutory Authorities (where necessary)
- Refer to Collection Agents/Lawyers (where default/enforcement action is required)
- Provide confirmation details to organizations contacting us on your behalf ie: Banks, Utility Companies, Employers 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 the National Tenancy Database Pty Ltd (ABN 65 079 105 025 ("ntd") by;

Phone: 03 9416 2366

Fax: 03 9416 1640

Email: kim@ntd.net.au

In person: 1/191 Johnston Street, Fitzroy 3065

Visit website: www.ntd.net.au

From December 21st 2001, you can gain access to your personal information.

PRIMARY PURPOSE

L R Reed Melbourne Pty Ltd collects your personal information to provide to its members and others listed below, 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.

L R Reed Melbourne Pty Ltd also provides credit information on companies/directors applying for commercial lease.

The real estate agent/property manager will advise L R Reed Melbourne Pty Ltd of your conduct throughout the lease/tenancy and that information will form part of your tenant history.

L R Reed Melbourne Pty Ltd usually discloses information to:

- Licensed Real Estate Agent members
- Ntd's parent company, Collection House Limited ABN 74 010 230 716 and it's subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to L R Reed Melbourne Pty Ltd, 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: _____

Date: _____

Witness: _____