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COMMERCIAL LEASE APPLICATION FORM

- Attached is the application form that needs to be completed when applying for a commercial property through Release.
- All details of the business owners or directors must appear on this form.
- You may be asked to provide a Business Plan that will be viewed by the property owner when considering your application to lease.
- You will be asked to provide a copy of a driver's license for all business owners or directors which must have their current address showing.
- All offers to lease are subject to this application form being completed and the owner of the property reserves the right not to proceed with a lease reviewing the information provided on this form.
- Prospective tenants are required to arrange the relevant planning or occupancy permits for the property.
- If you are approved for a property a formal Offer to Lease will be prepared which is signed by yourself and the owner. At this time, we would require you to make payment for the security bond (usually equal to one month's rent incl GST) and the first two months' rent inc GST.
- There may be an occasion that the owner of the property requests a security bond and initial rent greater than the amounts detailed above.
- When the signed Offer to Lease is returned to us and the payment of security bond and initial rent is received, the owner's solicitor will then be asked to prepare the Lease Documents.

Offer

Property Address	
<input type="text"/>	
Rent	Commencement Date
<input type="text"/>	<input type="text"/>
Initial Lease Term	Further terms
<input type="text"/>	<input type="text"/>
Special conditions/requests	
<input type="text"/>	

Personal details

Name		
<input type="text"/>		
Residential address		
<input type="text"/>		
Email		
<input type="text"/>		
Mobile phone	Work phone	Home phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Drivers license	Drivers license expiry	State of issue
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home owner <input type="checkbox"/>	Landlord / owner name	Phone
	<input type="text"/>	<input type="text"/>
Renting <input type="checkbox"/>	If renting, rent paid per week	
	<input type="text"/>	

Business Details

Business name (to appear on lease documents)	
<input type="text"/>	
Type of business	
<input type="text"/>	
Business address	
<input type="text"/>	
Years in operation	
<input type="text"/>	Owned <input type="checkbox"/> Leased <input type="checkbox"/>
Owner/agent	Phone
<input type="text"/>	<input type="text"/>
Period of occupation	Rent paid
<input type="text"/>	<input type="text"/>
Possible business structure	
Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Franchise <input type="checkbox"/> Company (public) <input type="checkbox"/> Company (private) <input type="checkbox"/>	

Previous Businesses

Do you currently have, or have you previously, operated a business	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details including business name, type of business, years of operation:	
<input type="text"/>	

Accountant details

Accountant name		
<input type="text"/>		
Address		
<input type="text"/>		
Contact name		
<input type="text"/>		
Mobile phone	Work phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		

Sole Trader

If sole trader, complete this section

Tax file number

Business and/or personal references

Company

Address

Contact name

Mobile phone

Work phone

Fax

Email

Company

Address

Contact name

Mobile phone

Work phone

Fax

Email

Business and/or personal reference

Company

Address

Contact name

Mobile phone

Work phone

Fax

Email

Company

Address

Contact name

Mobile phone

Work phone

Fax

Email

Company

Address

Contact name

Mobile phone

Work phone

Fax

Email

Experience

What is your experience including your background and history within the industry?

Name

Address

I/We hereby certify that the above statements are true and correct:

Tenant privacy statement

Release property management must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil our obligations to our clients when leasing their property.

You can ask to access the information the real estate agent holds about you, by contacting the office of Release Property Management via

Telephone: 03 5222 7325
Facsimile: 03 5222 4808
Email: contactus@releasepm.com.au

Collection and disposal of personal information

As professional Property and Leasing managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and for the ongoing management of your tenancy agreement.

To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- The landlord
- The landlords lawyers, mortgagee or insurer
- Referees you have nominated
- Other real estate agents and landlords
- Utility providers

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 and leasing managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

Director Signature

Date

Director Signature

Date

Identification

Please provide identification (photo copied) and proof of address in the form of ONE of the following

Identification

Drivers license

Passport

Birth Certificate

Proof of address

Proof of address eg Rates notice, Electricity bill

Tenant privacy statement

As you would appreciate, for us to enter into a Business arrangement with you, it is important to gain certain knowledge about you. Please complete the previous pages truthfully and completely.

It will be necessary for us to contact a number of people such as referees. We suggest you contact these people and mention we will be contacting them.

Statement

I/we acknowledge that this preliminary application does not signify any contractual obligation from either party in respect of leasing the premises.

I/we further understand that additional information may be required.

I/we declare that I/we nor any of the proposed Lessee Company Directors or Owners are undischarged Bankrupts.

I/we understand that until final approval is given by Release Property Management, or the Lessor, we may not operate in this proposed business.

Signature

Date

Declaration

The foregoing questions have been fully considered by me even if the answers are not in my handwriting. Those which are not in my handwriting have been read by me and I hereby confirm that all answers are true and correct. I advise that the information contained in this application is true and full disclosure and it is upon this basis that the application is made. Verification may be obtained from sources named herein and credit and personal enquiries may be made at any time.

Dated this day of 20

Signature of applicants/company directors

Signature 1

Signature 2

Signature 3

Signature 4