

COMMERCIAL TENANCY APPLICATION

INFORMATION FOR APPLICANT

To assist you with your application, please see below the information required and common queries during the application process. Applications can either be emailed to commercial@oneilrealestate.com.au or submitted at our office during business hours.

REQUIRED SUPPORTING DOCUMENTS

Copies of supporting documents will be required with your application, please see below what is required.

COMPANY INFORMATION

- Business Name Registration
- ABN Registration

PERSONAL INFORMATION (required for **EACH APPLICANT**)

- 1 Item** of Photo Identification (Drivers Licence, Passport)
- 2 Items** of Other Identification (Bank Card, Medicare card)
- 2 Items** of Proof of current address (Utility Account, Lease Agreement, Rates Notice)

The following items may also assist your application should you have them available

- Proof of regular rent payments for current commercial/residential tenancy (Rent Receipts, Tenant Ledger)

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 3 working days. If we are unable to contact all of your referees, this process may take longer. As soon as your application is approved you will be required to pay a deposit of 1 Months rent + GST to secure the property.

SIGNING OF THE TENANCY AGREEMENT

All lease holders & guarantors must sign the Lease prior to collecting the keys. Possession of the premises will not be handed over unless all Lessee's have signed the Lease, all required funds (including bond) **are paid in full.**

PAYMENT OF RENT

It will be a condition of your Commercial Lease Agreement that all rental payments are to be made calendar monthly due on the first of each month via BPAY or Rental Rewards (Credit Card) Cheques or Money Orders may also be posted to the office. This will be discussed with you when signing your Lease Agreement.

COMMERCIAL TENANCY

In most cases of Commercial Tenancy you will be required to pay for the outgoings & operating expenses associated with the premises such as insurance, rates and maintenance. Outgoings are either payable on demand (plus Outgoings) or in some cases the value of the outgoings will be included in the rent amount (Gross Lease/incl Outgoings). Details of these & terms of tenancy will be confirmed on the lease agreement.

CONTACT

If you have any questions during the tenancy application process, please contact our Commercial Property Management Department on 9495 9999 or email commercial@oneilrealestate.com.au

APPLICANT 1/GUARANTOR - PERSONAL INFORMATION

DETAILS

Full name:		DOB:	
Address:			
Phone:		Mobile:	
Email:		Passport number #	
Drivers licence #		State:	
Next of Kin:		Relationship:	
Phone:		Address:	

INCOME /EMPLOYMENT

Occupation:		Period of employment:	
Employer:		Net weekly wage:	
Address:		Phone:	
Fulltime <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/>			

RENTAL REFERENCES

CURRENT ADDRESS:			
Owned <input type="checkbox"/>	Rented <input type="checkbox"/>	\$	per month
Name of Owner/ Agent if rented:		Occupied since:	
Contact No. :		Contact name:	

BUSINESS REFERENCES

Contact:		Phone:	
Contact:		Phone:	
Contact:		Phone:	

PERSONAL REFERENCES

Contact:		Phone:	
Contact:		Phone:	

PERSONAL ASSETS & LIABILITIES

Please Note: If Assets / Liabilities are held jointly, then only that proportion relating to the party making the Declaration is to be included.

ASSETS		LIABILITIES	
REAL ESTATE	\$	MORTGAGE	\$
MOTOR VEHICLES	\$	HIRE PURCHASE	\$
PLAN & EQUIPMENT	\$	OTHER LOANS	\$
CASH	\$	CREDIT CARD	\$
OTHER	\$	OTHER	\$
TOTAL	\$	TOTAL	\$

APPLICANT 2/GUARANTOR - PERSONAL INFORMATION

DETAILS

Full name:		DOB:	
Address:			
Phone:		Mobile:	
Email:		Passport number #	
Drivers licence #		State:	
Next of Kin:		Relationship:	
Phone:		Address:	

INCOME /EMPLOYMENT

Occupation:		Period of employment:	
Employer:		Net weekly wage:	
Address:		Phone:	
<input type="checkbox"/> Fulltime <input type="checkbox"/> Part-time <input type="checkbox"/> Casual			

RENTAL REFERENCES

CURRENT ADDRESS:			
<input type="checkbox"/> Owned <input type="checkbox"/> Rented		\$ per month	Occupied since:
Name of Owner/ Agent if rented:			
Contact No. :		Contact name:	

PERSONAL REFERENCES

Contact:	Phone:
Contact:	Phone:
Contact:	Phone:

PERSONAL ASSETS & LIABILITIES

Please Note: If Assets / Liabilities are held jointly, then only that proportion relating to the party making the Declaration is to be included.

ASSETS		LIABILITIES	
REAL ESTATE	\$	MORTGAGE	\$
MOTOR VEHICLES	\$	HIRE PURCHASE	\$
PLAN & EQUIPMENT	\$	OTHER LOANS	\$
CASH	\$	CREDIT CARD	\$
OTHER	\$	OTHER	\$
TOTAL	\$	TOTAL	\$

AUTHORITY & PRIVACY DISCLAIMER

TERMS & CONDITIONS IN MAKING AN APPLICATION AND OFFER

APPLICANT 1	
APPLICANT 2	

The applicant/s make this offer jointly and severally. Service of any notice to any one applicant shall be deemed to be service on them all.

The applicant agrees that they will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the lease agreement is signed by the applicant; and
- (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises

I, the applicant, agree that I have inspected the property and once acceptance of the application is communicated the applicant accepts possession of the premises in the condition as at the date of inspection notwithstanding otherwise agreed terms with the owner.

I, the applicant, do solemnly and sincerely declare that I am over the age of 18 years, am not a bankrupt and the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

If the applicant would like to access the personal information the agent holds, they can do so by contacting our office. 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 and manage the tenancy.

I, the applicant, agree that once the application has been approved and acceptance has been communicated and if a deposit has been paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

SIGNATURE APPLICANT 1		DATE	
SIGNATURE APPLICANT 2		DATE	