



P.O. Box 490, Lane Cove NSW 1595
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RETAIL & COMMERCIAL TENANCY APPLICATION

We would like to take this opportunity to thank you for choosing to lease through Clearpoint Pty Ltd. To enable us to process your application please complete it in full by answering all questions.

PROPERTY APPLIED FOR:

Shopping Centre/Building Name:

Shop/Unit Number & Address:

PROPOSED USE:

COMPANY/LESSEE NAME FOR THE LEASE (please note if a Sole Trader, Partnership or Company):

PROPOSED TRADING NAME:

ABN/ACN:

LESSEE ADDRESS (residential, or registered office if a Company):

LESSEE CONTACT DETAILS (if a Company please provide details of Directors AND Guarantors). Please note Position, i.e. Owner/Partner/Director/Secretary/Guarantor:

(a) Full Name:

Address:

Phone:

Fax:

Date of Birth:

Drivers License #:

Position:

(b) Full Name:

Address:

Phone:

Fax:

Date of Birth:

Drivers License #:

Position:

(c) Full Name:

Address:

Phone:

Fax:

Date of Birth:

Drivers License #:

Position:

(d) Full Name:

Address:

Phone:

Fax:

Date of Birth:

Drivers License #:

Position:

TRADE HISTORY:

Are you presently or were you previously in business? Please provide details including approximate turnover.

TENANCY HISTORY:

Please provide details of your current tenancy.

Address:

When did your lease commence:

Will you be vacating these premises (Y/N):

Area (sqm):

Calendar monthly rent ex GST:

Net or gross rent:

Landlord name:

Landlord contact details:

Agent name:

Agent contact details:

BUSINESS REFERENCES & CREDIT DETAILS:

Please provide at least two references as to the financial circumstances of the proposed lessee and at least two references as to business experience of the proposed lessee, in writing where possible.

Business References

(a) Name of Contact:

Address:

Company:

Phone:

(b) Name of Contact:

Address:

Company:

Phone:

Credit References

(a) Name of Contact:

Address:

Company:

Phone:

(b) Name of Contact:

Address:

Company:

Phone:

SOLICITOR

Company:
Address:
Name of Contact:
Phone:
Fax:

ACCOUNTANT

Company:
Address:
Name of Contact:
Phone:
Fax:

BANK

Bank & Branch Address:
Account Name:

Account BSB & Number:

I/We understand & accept that the referee noted may be contacted without further reference to the Applicant/s.

NOTE: Please attach the following to your application:

- * Certificate of Registration of Business Name.
- * 100 Points of Identification for ALL individual applicants or Partners, or for at least one Director if a Company.

<u>ONE</u> of or <u>AND</u>	Passport	70 Points
	Drivers License	40 Points
	Birth Certificate	70 Points
	Council Rates Notice	35 Points
	Utility Bill (Phone/Electricity/Water)	25 Points
	Medicare Card	25 Points
	Credit Card	25 Points
To TOTAL	100 Points	

AND if Applicant/s are a Company:

- * A copy of your Company's last annual report or profit and loss statement and balance sheet.
- * Certificate of Incorporation.

**FURTHER ENQUIRIES:
Personal**

- (1) Have you, your spouse, or any Party to this Application ever been declared bankrupt or insolvent? Yes/No
If so, has any estate been assigned for the benefit of creditors? Yes/No
- (2) Have you, your spouse, or any Party to this Application ever been shareholders or officers of any company of which a manager, receiver, and/or liquidator has been appointed? Yes/No
- (3) Is there any unsatisfied judgement entered in any court against you, your spouse, or any Party to this Application, or any company of which you, your spouse, or any Party to this Application were shareholder officers? Yes/No
- (4) Have you, your spouse, or any Party to this Application, ever had a property foreclosed upon giving title or deed in leiu thereof through a mortgagesale proceeding? Yes/No
- (5) Has any part of the Deposit, or the balance due for this lease, been obtained from borrowings? Yes/No

PROPOSED LEASE TERMS:

Please note any proposed terms for a new lease, or variations to an existing lease if applying for a lease transfer or purchase of an existing business.

PROPOSED USE:

LEASE START:

OPTIONS:

LEASE TERM:

RENT REVIEWS:

RENT (NET/GROSS):

MARKETING LEVY:

PERCENTAGE RENT:

SIGNAGE:

FITOUT:

SPECIAL CONDITIONS:

BOND/GUARANTEE:

DECLARATION AND CONSENT TO AGENT:

The personal information provided in this application or collected from other sources is necessary for CLEARPOINT PTY LTD to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference data bases, under the Privacy Act 1988. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Commercial Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference data bases and/or other agents.

If at anytime the Applicant requires access to the personal information CLEARPOINT PTY LTD holds, they can do so by contacting Clearpoint Pty Ltd in writing at P.O. Box 490, Lane Cove NSW 1595. The Applicant may also correct this information if it is inaccurate, incomplete or out of date at anytime.

Consent to Agent

I/We as Applicant(s) for the property mentioned in this application, hereby authorise the staff of CLEARPOINT PTY LTD to make the necessary enquiries to verify the information provided on this Tenancy Application.

Declaration

I/We as Applicant(s) hereby do solemnly and sincerely declare that the statements and the answers to questions made in this application are true and correct in every particular.

Personal

Signature of Declarant

Signature of Declarant

Company

Company Name

For and on behalf of

Director

Secretary

Witness

Witness Name

Signature of Witness

Dated

Date