

LEASE APPLICATION

THINGS YOU SHOULD KNOW ...

Please read the below information and complete the document checklist prior to return of your application. Please retain the page for your information.

- All applicants must complete and sign a 'PRDnationwide Commercial Lease Application', ensuring that all sections are completed. An incomplete and/or unsigned application will not be accepted.
- It is the full responsibility of the applicant to gain any necessary approvals required for the proposed use of the premises with local council and any other relevant authorities.
- Should your application be approved, you will be issued with a lease proposal outlining the terms and conditions of your lease, at this stage you will be required to put down a deposit equal to one month's gross rent.
- Should your usage fall under the 'Retail Leasing Act' a disclosure statement is then required. Once issued this requires to be signed and returned seven (7) days before a lease can be signed. *Independent legal advice is necessary for all retail leases.*
- We suggest that applicants seek their own independent, professional and/or legal advice before completing the lease application and entering into a formal lease agreement.
- No access will be permitted to the premises until signed leases have been returned to our office, with payment of all rental, bond and lease preparation costs, paid in full.

DOCUMENT CHECKLIST

- Copy of Drivers License / Passport
- Utility notice (To Current Address)
- Current Bank Statement
- Rental Ledger (If currently leasing)
- All directors / guarantors details
- Copy of Business Registration
- Copy of current Company Extract

LEASE APPLICATION

Property Address _____
Applicant/s _____
Trading As _____
Registered Address _____
ABN _____ Registered for GST: **YES / NO** _____
Phone _____ Fax _____
Mobile _____ Email _____

PERSONAL PARTICULARS

Applicants / Directors / Guarantors (Full names and copy of Drivers Licence is required for all applicants)

Name _____
Residential Address _____
Phone _____ Mobile _____
Drivers Licence Number _____ DOB _____
.....

Name _____
Residential Address _____
Phone _____ Mobile _____
Drivers Licence Number _____ DOB _____

Trade References (Companies or Trader that supply goods and/or services on account)

Company Name _____
Contact _____ Phone _____
.....

Company Name _____
Contact _____ Phone _____
.....

Company Name _____
Contact _____ Phone _____

Proposed Use (The applicant is responsible for any necessary approvals required to ensure that the proposed use complies with local council or any other relevant authority requirements)

Solicitor _____
Address _____
Contact _____ Phone _____

Last/Current Premises Leased _____
Contact Agent/Owner _____ Phone _____

STATEMENT OF ASSETS & LIABILITIES

Name _____

Note: Please complete every section of this statement. If not applicable, write NIL

Assets			Liabilities		
	Details			Monthly Payments	Total Owning
Current Home /Property			Mortgage		
Any Other Property Owned			Current Rental (if applicable)		
Motor Vehicles			Motor Vehicle Lease/hire/purchase		
Furniture & Household Effects			Hire Purchase		
Caravan / Boat / Motor Cycles / etc			Personal Loans		
Other Assets (provide details)			Other Loans (Bank-Credit Union- etc)		
Funds at Bank			Household Accounts		
Personal & Household Effects			Other Guarantees (please specify)		
Stocks & Shares etc			Other (please specify)		
Tools of Trade & Stock in Trade					
TOTAL		\$	TOTAL		\$

The above information is provided by me/us and is a true and accurate statement to the best of my knowledge and I/we further agree to provide to the Lessors or their Agents if required a copy of the latest statement of accounts, i.e. Balance Sheet and Profit and Loss in respect of any business(es) in which I/we have an interest. I/we confirm that the above assets are held solely by me/us and are not held in a Trust and undertake to provide such further information as may be reasonably required by the Lessors to ascertain our financial position.

Applicant Name _____

Signature _____ Date _____

Applicant Name _____

Signature _____ Date _____

FURTHER ENQUIRIES

- | | |
|--|----------|
| 1. Have you or your partner ever been declared bankrupt or insolvent? | YES / NO |
| 2. Has either estate been assigned for the benefit of creditors? | YES / NO |
| 3. Have you or your partner ever been shareholders or officers of any company of which a manager, receiver, or liquidator has been appointed? | YES / NO |
| 4. Is there any unsatisfied judgement entered in any court against you, your partner, or company of which you or your partner are or were a shareholder office? | YES / NO |
| 5. Have you or your partner, or any company with which you are or were associated, ever had a property foreclosed upon or given title or deed in lieu thereof through a mortgagee sale proceeding? | YES / NO |
| 6. Has any part of the deposit or the balance due for this lease, been obtained from borrowings? | YES / NO |

FURTHER CONDITIONS

1. We understand that this Lease Application is subject to the lessors/landlords approval and subject to lease completion and satisfactory vacant possession being available.
2. Should the lessors solicitor be required to issue the lease then the applicant undertakes to be responsible for all reasonable legal costs and expenses, except where the lease is a retail lease as defined under the Retail Leasing Act of NSW.
3. We acknowledge that if this application is approved by the lessor then we authorise, without further notice to us, PRDnationwide Commercial to instruct the lessors solicitor to prepare the necessary legal documentation.
4. Prior to commencement of any lessee/tenant works the lessee/tenant undertakes to submit plans and specifications to the lessor/landlord/agent for approval.
5. Lessee/tenant undertakes to effect Public Liability Insurance for a minimum of \$10 million and provide the lessor/landlord with satisfactory proof of cover.

I/we the abovementioned applicant hereby do solemnly and sincerely declare that the several statements and the answers to questions made in this application are true and correct in every particular.

Applicant Name _____

Signed _____ Dated _____

.....
Applicant Name _____

Signed _____ Dated _____

.....
Witness Name _____

Signed _____ Dated _____

PRIVACY PROTECTION OF INFORMATION

Statement by Applicant/s to be Lessee/s/Tenant/s or Guarantor/s

(Please read carefully before signing. Where there is more than one (1) applicant, each to sign).

Authority for PRD Nationwide Commercial to obtain certain credit information to enable them to assess my/our application for lease of premises.

I/we therefore authorise PRD Nationwide Commercial

To obtain from a credit reporting agency a credit report containing personal financial information about me/us in relation to this lease application made to the lessor/landlord/agent.

To obtain a report containing information about my/our commercial activities or commercial credit worthiness from a business which provides information about the commercial credit worthiness. This is in accordance with Section 18L (4) of the Privacy Act.

Authority to exchange information with other credit providers.

In accordance with Section 18N(1)(b) of the Privacy Act, I/we authorise PRD Nationwide Commercial to give to and obtain from credit providers named in this Lease Application and credit providers that may be named in a credit report issued by a credit reporting agency information about my/our financial affairs. I/we understand this information can include any information about my credit worthiness, credit standing, credit history or credit capacity that credit providers are allowed to give or receive from each other under the privacy Act 1988.

The information which may be given to an agency is covered by Section 18E(1) of the Act and includes:

- The fact that I/we have applied to lease premises.
- The fact that I/we have applied for credit and the amount.
- The fact that PRD Nationwide Commercial or the relevant Owners is a credit provider to me.
- Payment which becomes overdue more than 60 days and for which collection action has commenced. Advice that payments are not longer overdue
- Cheques drawn by me/us which have been dishonoured more than once
- In specified circumstances, that in the opinion of lessor/landlord/agent, I/we have committed a serious credit infringement.
- That the credit/lease provided to me by PRD Nationwide Commercial/Owners has been discharged/expired or terminated.

Declaration

I/we understand the information be used for the following purposes:

- To assess an application by me/us for credit or to lease premises
- To exchange information with other credit providers as to the status of this lease or loan where I/we are in default with other credit providers.
- To notify other credit providers of a default by me/us
- To assess my/our credit worthiness

Guarantees

Where this application is completed by a person offering to guarantee the performance of another party as lessee/tenant under a lease, the guarantor/s understand/s that PRD Nationwide Commercial may seek from a credit reporting agency a credit report containing personal financial information about me/us to assess whether to accept me/us as a guarantor for the lease or credit applied for. I/we agree that if the lessor/landlord approves this application, this statement remains in force until the lease arrangement covered by this Application ceases.

Applicant Name _____

Signed _____ Dated _____

Applicant Name _____

Signed _____ Dated _____

Witness Name _____

Signed _____ Dated _____