

## COMMERCIAL TENANCY APPLICATION FORM & DISCLAIMER

### PROPERTY DETAILS:

Property Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Lease Commencement Date: \_\_\_\_\_ Lease Term: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ + GST pw / pm Outgoings: \$ \_\_\_\_\_ + GST pw / pm

Things you **MUST** provide for your application to be processed:

- 1. Photo identification** ie: passport, Driver's License, 18+ id card (all must be current)
- 2. Proof of Address:** telephone, electricity, gas a/c or ATO advice
- 3. Proof of income:** Pay slips, bank statements, Centrelink Statements
- 4. At least 4** of the following items are to be provided:
  - Copy of current rental ledger
  - Current Council rates notice
  - Current Motor vehicle rego papers
  - Copy of birth certificate
  - Medicare Card
  - Debit/Credit/Visa/ MasterCard's
  - Other cards with signature where proof of ID is needed to get the card.

### Please Read Carefully

I, the applicant, do solemnly and sincerely declare that the following information is true and correct. I have inspected the above premises and wish to take a tenancy for a period of \_\_\_\_\_ weeks/months, at a rental of \$ \_\_\_\_\_ per week/calendar month and that the rental to be paid is within my means. **I undertake to pay a rental bond in cash, bank cheque, EFT or as requested upon the signing of the Tenancy Agreement.**

Dowling Commercial Real Estate is acting for the owner of the above premises and agree to:

- 1.** To notify the applicant whether or not the Application has been approved.
- 2.** To hold the premises for the period and in accordance with the conditions above stated.
- 3.** And if the applicant has been approved to also prepare or instruct Solicitors, to prepare the necessary lease documents.

We will endeavour to have your application approved within 48 hours, however, if we are unable to contact the owners of the property, or your references, some delays may occur. Please make sure you complete all sections of the application form, we will not chase you if you have missed sections, if you do, the application will not be processed.

***If you do not understand or agree with these conditions, please do not proceed with this application.***

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## COMMERCIAL TENANCY APPLICATION FORM

Name of proposed tenant/s: \_\_\_\_\_  
\_\_\_\_\_

### IF THE APPLICANT IS A COMPANY

Company Name \_\_\_\_\_

ACN: \_\_\_\_\_ ABN: \_\_\_\_\_ GST Registered: \_\_\_\_\_ Yes/No \_\_\_\_\_

Registered Address: \_\_\_\_\_ Postal: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position in Company: \_\_\_\_\_

Contact no: \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_ (f)

Email: \_\_\_\_\_

How long at this address: \_\_\_\_\_ Current rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_ Contact: \_\_\_\_\_

### BANK A/C DETAILS:

Bank: \_\_\_\_\_ A/C No: \_\_\_\_\_ B/S/B: \_\_\_\_\_

### GUARANTORS:

**Individual 1:** Name: \_\_\_\_\_

Private address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

DOB: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

TFN: \_\_\_\_\_ Bank: \_\_\_\_\_

Bank a/c no: \_\_\_\_\_ B/S/B: \_\_\_\_\_

**Individual 2:** Name: \_\_\_\_\_

Private address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

DOB: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

TFN: \_\_\_\_\_ Bank: \_\_\_\_\_

Bank a/c no: \_\_\_\_\_ B/S/B: \_\_\_\_\_

**IF PROPOSED TENANT IS NOT A COMPANY:**

**Individual 1:** Name: \_\_\_\_\_  
Private address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
TFN: \_\_\_\_\_ Bank: \_\_\_\_\_  
Bank a/c no: \_\_\_\_\_ B/S/B: \_\_\_\_\_

**Individual 1:** Name: \_\_\_\_\_  
Private address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
DOB: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
TFN: \_\_\_\_\_ Bank: \_\_\_\_\_  
Bank a/c no: \_\_\_\_\_ B/S/B: \_\_\_\_\_

### **PROPOSED LEASE TERMS**

Description of business: \_\_\_\_\_

Proposed use of premises: \_\_\_\_\_

Term of Lease: \_\_\_\_\_ years Options: \_\_\_\_\_ years

Proposed commencement date: \_\_\_\_\_ Bond/Bank Guarantee: \$ \_\_\_\_\_

Proposed Rental: \$ \_\_\_\_\_ + GST per month Annual Rent Reviews: \_\_\_\_\_

Works proposed to be completed by tenant: \_\_\_\_\_

Tenants Solicitor: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tenants Accountant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Next of Kin (emergency contact): \_\_\_\_\_ Contact no: \_\_\_\_\_

### **REFERENCES**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## DISCLAIMER / AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application. I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understood the contents of this agreement and have the competence and capacity to enter into this agreement. I further confirm and declare that:-

I have inspected the property located at \_\_\_\_\_

1. I have of my own accord, decided that I wish to lease the subject property commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_ years.
2. I have been informed, understand and agree the rental for the subject property is to be \$\_\_\_\_\_ per calendar month and is within my means of support.
3. I have been informed, understand and agree the rental for the subject property is to be paid every calendar month and is to be paid by the due date, without demand, at all times.
4. I have been informed, understand and agree that Dowling Commercial will carry out an inspection on the property up to two (2) times a year and I further warrant that I will co-operate fully to allow this inspection to be carried out.
5. I have been informed, understand and agree that the bond will be \$\_\_\_\_\_ and I further authorise the Agent, Dowling Commercial to attend to all details regarding the lodgement of the said rental bond with the appropriate authority/method.
6. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the Lease, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I further consent to the Agent, Dowling Commercial carrying out any enquiries necessary to process my application for tenancy.
8. I have been informed, understand and agree that should the Landlord be put to any expense or expend any monies during the currency of the Lease Agreement or at the expiration of the Lease Agreement as a consequence of a breach by me in the performance and observance of the obligations under the Lease Agreement (including but not limited to: evictions, payment of rent, maintenance of the premises, making good damage to the premises), that all and any such moneys expended by the Landlord shall be recoverable from me and payable by me, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc.
9. I further consent to the Agent, Dowling Commercial disclosing all personal information that they may hold for the purpose of:-
  - Listing my name with a database as a result of a tribunal order or multiple breach notices,
  - Enforcing a tribunal order or court order
  - Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy
  - Constant rental arrears
10. I have been informed and understand that this property may be covered by Landlord insurances and this may involve at times my information being passed onto the insurers for insurance purposes.
11. I have been informed, understand and agree that should this application not be accepted, the Agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a tenancy database.
12. I have been informed, understand and consent to the Agent, Dowling Commercial supplying all necessary information, as may be required, to any Tenancy Database/s that they use, subject to the Tenancy Database/s complying with the provisions of the Privacy Act. I have read, understood and accept the attached Privacy Statement.
13. I have been informed, understand and acknowledge that the Agent, Dowling Commercial has the contact details for the Tenancy Database/s they use and that the Agent will supply these contacts should I request the contact details.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANCY APPLICANTS & APPROVED OCCUPANTS

This form provides information about how we, the below named Agent, handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to make disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA, we cannot process your application:-

**Member name:** Dowling Commercial Real Estate  
**Address:** Shop 1, 86 – 88 Tudor Street, Hamilton NSW 2303  
**Telephone no:** 0249 698000  
**Facsimile no:** 0249 698999  
**Email:** [mm@dowlingcommercial.com.au](mailto:mm@dowlingcommercial.com.au)

As a professional asset manager we collect personal information about you. You can access the information we collect by contacting our office on the above numbers or addresses.

#### PRIMARY PURPOSE

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with the property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to:

- The Lessor/Owner for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Other tenancy databases for the same reason above.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.
- Your workplace to validate information supplied in your application.

#### SECONDARY PURPOSE

During and after the tenancy we may need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property
- Refer to tribunals or Courts having jurisdiction seeking orders or remedies
- Refer to Debt collection Agencies where Tribunal/Court orders have been awarded
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Refer to the Lessors/Owners insurer in the event of an insurance claim
- To provide future rental references to other asset managers/owners.

If you fail to provide your personal information and do not consent to the uses set out above, we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

#### TICA STATEMENT

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application enquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways:

**Phone:** 1902 220346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phones)

**Mail:** TICA Public Inquiries, PO Box 120, Concord NSW 2137  
(a fee of \$14.30 plus a self-addressed envelope is required).

### PRIMARY PURPOSE

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies by law to obtain information from TICA.

The persona information TICA may hold is as follows:-

Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian), comments made by a TICA Member in relation to your tenancy, which members you rented through and which members you applied to:

Further information about TICA

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting TICA on our helpline 1902 220 346. Calls are charged at \$5.45 per minute including GST (higher from mobile and pay phones).

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

### CATEGORIES WITH TICA

- Rental arrears during your tenancy
- Rental arrears after vacating
- Broke Tenancy Agreement
- Absconded
- Tribunal Orders
- Tribunal Order Rent
- Tribunal Order Possession
- Tribunal Order Damage
- Tribunal Order Objectionable behaviour
- Statement by tenant
- Tribunal Order Specific Performance Rent
- Tribunal Order Specific Performance Maintenance
- Bankruptcy
- Past Tenant
- Current Tenant
- Satisfactory Payment History
- Recommended Tenant

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### ASSETS

### LIABILITIES

CURRENT	\$	CURRENT	\$
Cash at bank		Bank Overdraft	
Interest Bearing Deposits		Creditors	
Debtors		Other	
Other			
<b>TOTAL CURRENT</b>		<b>TOTAL CURRENT</b>	
NON CURRENT	\$	NON CURRENT	\$
Real Estate		Mortgages	
1.		1.	
2.		2.	
3.		3.	
VEHICLES	\$	OWING ON VEHICLES	\$
1. Car		1. Car	
2. Light Commercial		2. Light Commercial	
3. Heavy Commercial		3. Heavy Commercial	
4. Other		4. Other	
<b>TOTAL NON-CURRENT</b>		<b>TOTAL NON-CURRENT</b>	
Other		Other	
<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	
<b>Total Assets - Total Liabilities = \$</b>		<b>NET WORTH - \$</b>	

I/We hereby certify that the above statement is true and correct and that all of the Assets and Liabilities listed therein owned personally by me/us:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_