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INTENDED COMMERCIAL LEASE PREFERRED TERMS

Property Applied for: _____

Lessee: _____

Initial Lease Term: _____

Option Period/s: _____

Rental Reviews: _____

Proposed Rental: _____

Commencement Date: _____

Special Conditions: _____

E-mail Address: _____

Bond: _____

Contact Numbers: _____

I/We understand we are liable for any lease and/or legal costs associated with preparing the lease for the above mentioned property should we not proceed with our intention. Standard agent prepared lease cost is \$880.00 including GST. Solicitor prepared leases will be done 'at cost' and invariably will exceed \$1,500.00.

(Lessee Signature)

(Date)

Commercial Tenancy Application

This is a legal document forming part of your lease agreement. Please be advised that any false or misleading statements made (including questions left unanswered) may result in a forfeiture of the deposit paid.

Property applied for: _____

Intended use: _____

Company/Individual's Details

Company/Individual's name: _____

Contact person: _____

Phone number: _____

Fax number: _____

Business established: _____

Current business address: _____

Registered business address: _____

ABN : _____

TFN : _____

Director's/Individual's Details

1. Full name: _____

Phone number: _____

Home address: _____

Driver's license number: _____ Home Owned: YES / NO

2. Full name: _____

Phone number: _____

Home address: _____

Driver's license number: _____ Home Owned: YES / NO

3. Full name: _____

Phone number: _____

Home address: _____

Driver's license number: _____ Home Owned: YES / NO

Current Bank Details

Institution: _____

Branch: _____

Main account number: _____

BSB number: _____

Solicitor's Details

Firm: _____

Refer: _____

Address: _____

Phone number: _____

Fax number: _____

DX: _____

Tenancy History (Commercial or Residential)

1. Current landlord/real estate: _____

Property address: _____

Contact number: _____

Duration of tenancy: _____

Current rent: _____

2. Previous landlord/real estate: _____

Property address: _____

Contact number: _____

Duration of tenancy: _____

Previous rent: _____

Trade references

1. Name of firm: _____

Refer: _____

Contact number: _____

Fax/Email: _____

2. Name of firm: _____

Refer: _____

Contact number: _____

Fax/Email: _____

3. Name of firm: _____

Refer: _____

Contact number: _____

Fax/Email: _____

Personal References

1. Name: _____

Phone number: _____

Relationship: _____

How long?: _____

2. Name: _____

Phone number: _____

Relationship: _____

How long?: _____

Referencing Authority

I/We the applicant authorize Brookes Partners Real Estate to conduct reference checks with any of the organizations I have identified in completing this application form; including tenancy, trade, personal and/or financial references.

Name of applicant's company: _____

Contact name: _____

Signature: _____

Date: _____

Note:

- I. The applicant acknowledges I/we are liable for the lease costs (including preparation and registration costs) for all non-retail leases prepared on his/her or their behalf. Such sum may be deducted from but not limited to any deposit paid.
- II. Should I/we decide not to proceed with our intention to lease the said premises then I/we acknowledge I/we shall be liable for any costs incurred as a result of our intention (including lease costs, 'fit-outs', loss of rental income). Such sum(s) may be deducted from by not limited to any deposits paid.
- III. I/we the applicant solemnly and sincerely declare that I/we are not bankrupt and affirm that the above information provided is true and correct.
- IV. I/we acknowledge my/our application will not be considered for approval until a copy of the following is provided with my application :-
 - **CERTIFICATE OF REGISTRATION OF MY COMPANY**
 - **DRIVERS LICENCE OR APPROPRIATE IDENTIFICATION FOR EACH DIRECTOR OR INDIVIDUAL**
 - **PROOF OF OWNERSHIP OF OWN PROPERTY (EG. COUNCIL RATE NOTICE ETC.)**
- V. I/we have listed any representation provided by the agent and/or owner prior to execution of any lease as follows:

Applicant's signature

Applicant's position

Date
