

# Tenancy Application

Commercial/Retail Property

fax: 02 9890 4155  
attn: \_\_\_\_\_

PROPERTY:	_____
FULL NAME:	_____
FULL ADDRESS:	_____
MOBILE:	_____
WORK PH:	_____
EMAIL:	_____
FAX:	_____

DRIVERS LICENCE NUMBER:	_____	DOB:	_____
REGO NO:	_____	STATE:	_____

<b>COMPANY/REGISTERED BUSINESS</b>			
NAME:	_____	ACN/ABN:	_____
REGISTERED ADDRESS:	_____		
DIRECTORS NAME/S:	_____		
YEARS EMPLOYED:	_____		

TRADE	NAME:	_____	PH:	_____
REFERENCES:	NAME:	_____	PH:	_____

BANK:	_____	BRANCH:	_____
PHONE:	_____		
ACCOUNTANT:	_____	PH:	_____
ADDRESS:	_____		
SOLICITOR:	_____		
ATTENTION:	_____	PH:	_____
ADDRESS:	_____	FAX:	_____

CURRENT ADDRESS:	_____		
AGENT/LANDLORD:	_____	PH:	_____
PREVIOUS ADDRESS:	_____		
AGENT/LANDLORD:	_____	PH:	_____

ANNUAL RENT (GROSS/NETT): \$	_____	OUTGOINGS:	_____
TERM OF LEASE:	_____	OPTION TO RENEW:	_____
RENT INCREASES:	_____	MARKET REVIEW:	_____
LEASE COMMENCEMENT DATE:	_____		

I/We the Applicant/s declare that I/We are not bankrupt, in liquidation or an undischarged bankrupt and affirm that the information is true and correct. I/We have inspected the premises described above and wish to take tenancy with the terms stated heron. I/We undertake to tender a security deposit (if required) by money order or by cheque upon execution of the Lease documents.  
I/We herewith tender as deposit the sum of \$0 0 0 0 0 0 0 0 .(cheque or money order) which represents the first months rental that the lessor or his agent prepare the appropriate lease document for my/our signatures.  
In the event that this application is rejected by the Lessor, the deposit paid will be forthwith refunded to me/us in full.  
In the event that I/We decide not to proceed, I/We accept that the deposit will be forfeited in full.

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**In the presence of:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **PRIVACY ACT 1988 COLLECTION NOTICE**

*The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicants 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 landlords and their advisers, referees, other agents and third party operators of tenancy reference databases.. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Lease, and if the Applicant fails to comply with their obligations under the 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 databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Lebba Khater, Blueprint Property Pty Ltd at 82 Sorrel St North Parramatta, Sydney phone: 02 98904005/[lebba@blueprintproperty.com.au](mailto:lebba@blueprintproperty.com.au). 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.*

**Applicants Name (Print):** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Statement of Assets and liabilities

As at ...../...../.....

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

Show amounts to nearest \$ (dollars) only

LIABILITIES	\$	ASSETS	\$
House Mortgage (Mortgagee) ..... ..... .....		Income ..... ..... .....	
Bank Overdraft etc. Bank & Branch ..... ..... ..... Bank Card ..... ..... ..... Hire Purchase (Name) ..... ..... ..... Store Accounts (Name) ..... ..... .....		Property Details ..... ..... ..... Furniture & personal effects ..... ..... ..... Motor Vehicle Make ..... Model ..... Bank Accounts ..... ..... .....	
Other (Show details) ..... ..... .....		Investments/Building Society/ Share Deventures (show details) ..... .....	
		Life Insurance Cover \$ S/V ..... .....	
		Superannuation ..... ..... Other show details ..... .....	
<b>Surplus</b>			
<b>Total</b>		<b>Total</b>	

I certify that the above is a true statement of my assets and liabilities

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