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Commercial Manager: Lilian Dinh



COMMERCIAL APPLICATION FORM

DATE LODGED:

On all commercial leases you need an ABN and Public Liability insurance of \$20,000,000 plus glass cover.

The following schedule is required to satisfy the requirement; this schedule must be current. Create Real Estate Commercial requires one form of photo identification plus proof of current address.

The following 6 ITEMS of information must be provided with the application

1. Photograph Identification	Passport	or	Driver's License
2. Tenancy Reference	Rental Ledger or Receipts	or	Written Reference
3. Proof of Guarantors Address	Phone / Gas / Electricity	or	Credit Card/ Council/ Water Rates
4. Proof of Income for rental	3 Recent pay-slips	or	Bank Statements / Tax Return
5. Proof of Assets	Property ownership	or	Share portfolio
6. Business Verification	Business Registration Cert	or	ASIC/ FAIR Trading Return

Property:

NAME OF PROPOSED TENANT:

IF PROPOSED TENANT IS A COMPANY:

ACN: ABN: GST REGISTERED: YES/NO

REGISTERED ADDRESS:

CONTACT PERSON: POSITION IN COMPANY:

CURRENT BUSINESS ADDRESS:

HOW LONG HAVE YOU BEEN AT THIS ADDRESS: CURRENT RENT:

PHONE: MOBILE:

EMAIL: FAX:

CURRENT LANDLORD/AGENT: TELEPHONE NO.

BANKERS: BRANCH:

IF PROPOSED TENANT IS NOT A COMPANY:

FULL NAME.....
RESIDENTIAL ADDRESS:
TELEPHONE NUMBERS:
EMAIL ADDRESS:
DO YOU OWN YOUR OWN HOME? YES / NO DRIVERS LICENCE No:
IF NO – LANDLORD / AGENT
CONTACT NAME: PHONE:

PERSONAL GUARANTORS

APPLICANT / DIRECTOR 1.

FULL NAME:
RESIDENTIAL ADDRESS:
TELEPHONE NUMBERS: (H)..... (W) (M)
EMAIL ADDRESS:
DO YOU OWN YOUR OWN HOME? YES / NO DRIVERS LICENCE No:
IF NO –
LANDLORD / AGENT
CONTACT NAME: PHONE:

APPLICANT / DIRECTOR 2.

FULL NAME:
RESIDENTIAL ADDRESS:
TELEPHONE NUMBERS: (H)..... (W) (M)
EMAIL ADDRESS:
DO YOU OWN YOUR OWN HOME? YES / NO DRIVERS LICENCE No:
IF NO –
LANDLORD / AGENT
CONTACT NAME: PHONE:

PROPOSED LEASE DETAILS

DESCRIPTION OF BUSINESS:

PROPOSED USE:

TERM OF LEASE: OPTIONS:

PROPOSED ANNUAL RENTAL:

PROPOSED COMMENCEMENT DATE:

RENT REVIEWS:

SECURITY DEPOSIT:

PROPOSED WORKS TO BE CARRIED OUT BY TENANT:

.....

.....

.....

OTHER COMMENTS:

.....

ACCOUNTANT:

CONTACT: PHONE:

SOLICITOR:

CONTACT: PHONE:

BUSINESS TRADE REFERENCE: (written preferred, please attach)

1..... PHONE:

2..... PHONE:

3..... PHONE:

I/ We agree to provide to the Lessors or their Agents a copy of the latest statement of the account, i.e. Balance Sheet & Profit and Loss in respect of any Business(s) in which I/we have an interest.

I / We confirm that the assets are held solely by me/ us & are not held in a trust

Tenancy changes

As the tenant, it is your responsibility to advise your property manager of any changes in the tenancy (eg one of the occupants intends on moving out, or a new person intends on moving in).

Information on rent increases

Rent can only be increased in accordance with the rent review terms contained in your lease and you will receive a reminder notice of any increase applied.

Periodic inspections

From time to time, we will conduct routine inspections of the property. You will usually receive one week's notice and we value your cooperation.

Keys

If you change the locks, you must provide your property manager with a key. If you have any other key-related questions (e.g., Lost keys), please speak to your property manager.

Insurance

We strongly recommend that you arrange adequate insurance to cover the contents of the property

FURTHER IMPORTANT INFORMATION & CONDITIONS REQUIRED FOR THIS COMMERCIAL TENANCY APPROVAL

1. All conditions under the COMMERCIAL TENANCY AGREEMENT must be carried out.
2. New Tenant must agree to signing as Guarantor --- Clause.
3. Provide all information of new tenant in accordance
 - (i) Two written references as to its financial circumstances.
 - (ii) Three written references as to its business experience.
 - (iii) Statement of assets and liabilities - signed & dated.
 - (iv) Declaration state acknowledging having received a copy of the existing Lease Contract (once prepared by the landlord's lawyers) and that you shall seek and receive legal advice before signing it. In doing so, it demonstrates that you accept and have total understanding of your obligations.
4. You shall provide trading details (Statements) with your bank, and
5. That upon approval of this application, the tenant agrees to provide written advice to the Landlords, of all structural internal refurbishing including the removal of fixtures and floor coverings, alterations to plumbing, electrical and other material works intended to be carried out by this tenant to suit this tenant's own business needs.
6. It is further agreed that in the event that the tenant shown on this application, wishes to assign this lease agreement in the future, that any new future tenant (assignee) must be made aware of and by the tenant shown on this application, of all works as described in item 5. that has been carried out by this tenant (assignor) to suit this tenant's own business needs. Notwithstanding the above, upon reaching the end of the lease term, the new tenant (assignee) may be required to re-instate the premises to the same state of condition as at the commencement or hand-over date in all respects, or, in part in accordance to landlord's description and will be at tenant own expense. This matter will be included as a condition into the new document under 'Lease Transfer'
7. New and continuing tenant is responsible to obtain Council trading permit approval, or, carry-over of existing approval permit application obtained under previous tenant.
8. Any lease transfer documentation will be prepared by the landlord's lawyers in accordance to Clause 4.6 of the original lease agreement. The official effective change-over date will commence from the next earliest start on 1st day of the month (due date of rental) upon the receipt of fully signed and exchanged document,

SECURING THE PROPERTY

If your application is successful you will be required to pay one calendar months' rent, by bank cheque or money order. It is important that this amount is received within 24 hours of such notification or the next applicant may be given preference, or the property be re-listed.

RENTAL PAYMENTS

The lessee is required to pay rent till the lease expires. Under no circumstance is the Lessee allowed to withhold making further rent payments because bond was paid at the commencement of the lease. If the tenant decides to cease making rental payments prior to the leases expiring for no reason except bond being held, the agent/landlord reserves the right to issue the tenant with written notice requesting a rental payment immediately expiring within 14 days. At the expiry of 14 days the tenant will be charges 15% interest per day on the monies outstanding.

Provided Documents Checklist

Supporting Document / Reference	YES	NO		YES	NO
Driver's License			Motor Vehicle Registration Certificate		
Passport			Bank Statement		
Rental Ledger			Copy of BAS Statement		
Other Photo ID			Electricity, Phone, and or Gas Account		
Previous Two (2) Pay Slips			Council Rates		
Copy of Business Registration			Water Rates		
Copy of latest Tax Assessment					

- 1) Have you, or your spouse, ever been declared bankrupt or insolvent
- 2) Has either estate been assigned for the benefit of creditors
Have you, or your spouse, ever been shareholders or officers of any company of which a
- 3) manager, Receiver and/or liquidator has been appointed
Is there any unsatisfied judgment entered in any court against you, your spouse, or any
- 4) company of which you or your spouse are or were a shareholder office?
Have you or your spouse, or any company with which you are or were Associated, ever had a property foreclosed upon given title or deed in lieu Thereof through a mortgagee
- 5) sale proceeding?

YES	NO

Please provide any business plan you have prepared.

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

Applicant 1:

Signature:

Date:

Signed in the presence of

Date:

Applicant 2:

Signature:

Date:

Position:

Declaration

I/We the applicant hereby authorise Create Real Estate – Commercial to obtain a bank opinion and make trade and other enquiries. The applicant agrees that submission of this application does not constitute any acceptance by the owner of the applicants offer to lease the demised premises. The applicant warrants and hereby declares that he/she (as directors of the lessee company in applicable) is or are not bankrupt or an undisclosed bankrupt. I/We the above-mentioned applicant do solemnly declare that the information as shown above is true and correct by virtue of the provisions of the Oaths Act 1990. Privacy Act 1988 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 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 databases. Information already held on tenancy reference databases may be disclosed to the Agents and/or Landlord. If the Applicant enters into an Agreements and if the Applicant fails to comply with their obligations under that agreement, the fact and the other relevant personal information collected about the Applicant during the tenancy may be disclosed to the landlord, and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Create Real Estate – Commercial. 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.



Connection Service powered by Beevo

Let us take the hassle out of getting the essential services connected for your new site - ensuring the lights are on and you are open for business in no time. Beevo provides a free service to our tenants comparing providers and provisioning connections with a single account manager.

What we connect:



Electricity



Gas



Insurance



Pay TV



Cleaning



Fuel Cards



EFTPOS
Services



Telephone
Lines



Waste &
Recycling



Internet
& Data



Phone
Systems



Mobile
Phones



No – please don't contact me I will make alternate arrangements.

Beevo Commercial Connections Service (Opt in clause)

You agree for us to provide your personal contact details contained in this lease to Beevo Pty Ltd for them to arrange for the connection of all your utility and other services at no cost and offer you the best utility and service options for your needs.

You also agree for Beevo to disclose your personal contact details contained in this lease to third party providers of utility and other services for the purpose of arranging quotes and connection of services to you. You acknowledge that Beevo's use of your private information is necessary for the delivery of Beevo's services. Beevo will not disclose your personal information other than to deliver its services and as set out in its privacy policy located at <http://beevo.com.au/privacypolicy>. Beevo will take all reasonable steps to ensure that any third parties it deals with are bound by privacy obligations that protect your personal information. You may opt out from receiving communications from Beevo by writing to hello@beevo.com.au. If you want to update your details with Beevo, you can do so at the same address. Beevo may use computer servers located in the United States of America to store your personal information. If you have any concerns in relation to the use or storage of your personal information please contact: The Privacy Officer, Beevo Pty Ltd, Suite 2, 150 Chestnut Street, Cremorne VIC 3121.

Beevo will contact you before arranging the installation of any services. You agree for Beevo to notify you of any special connection offers. Beevo is not an agent of any third party utility or service provider. Beevo cannot in any way bind anyone else in relation to the delivery of services to you and is in no way responsible for the delivery of third party utility or other services to you.

Beevo and the real estate providing you with a copy of this lease may receive a benefit from arranging your services. Beevo does not accept any responsibility for any delay or failure to connect your services.

REFERENCE REQUEST – Create Real Estate OFFICE USE ONLY

TO (Company)		
Tenants Name		
Property Rented		
Can you confirm if the above tenat were / are lease holders ?	YES	NO
if applicable , when is there rent paid to?		
Dtae lease commenced		
Did your office terminate the lease ?	YES	NO
Please confirm the monthly rent paid		
Was the rent paid on time?	YES	NO
if not what was the maximum period of Arrears?		
Please attach a copy od the rental ledger and notice to quit	YES	NO
During the Tenancy was a nitice to vacate ever issued.?	YES	NO
Did the Tenants maintain the property ?	YES	NO
Did you receive any complaints during the Tenancy?	YES	NO
DID THE Tenant receive a full bond refund?	YES	NO
out of 10(1 being the worst , 10being best) how was the property left?		
Would you renta property to the Tenats again?	YES	NO
Additional Comments :		
Signed/ Checked by:		Date: