

## COMMERCIAL TENANCY APPLICATION FORM

Please complete in full

HOW DID YOU FIND OUT ABOUT THIS PROPERTY? (Please tick)

Lease Sign  Internet  Rental list  Office Window  Newspaper  Referral  Social Media  Other

Property: .....

Date: .....

NAME OF PROPOSED TENANT: .....

### IF PROPOSED TENANT IS A COMPANY:

A.C.N:..... A.B.N:..... 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:.....

### 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.....

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

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 REFERENCES: (written preferred, please attach)  
1. ....      PHONE:.....  
2. ....      PHONE:.....  
3. ....      PHONE:.....

**PLEASE NOTE:** 1. This application is and will be subject to owner's approval. 2. Keys will not be handed over until the leases are signed by the tenant. 3. No representation is made by the owner or agent as to the suitability of the premises for any purpose. 4. Personal information collected by us in the course of this application and any subsequent tenancy is necessary for us to verify your identity to process and evaluate your application and to manage the property. Such information may be disclosed to other parties as permitted by the Privacy Act 1988 including the landlord references other agents and operators of tenancy databases. If this information is not provided we may not be able to process your application or manage the tenancy. 5. No action shall be taken by the applicant against the landlord or the agent should any circumstances arise where by the property is not available for occupation on the due date.

**THIS APPLICATION IS TO BE FOLLOWED WITH:**

“Heads of Agreement” confirmed between all parties.

## Privacy Statement Privacy Act 1988

As property managers, we must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry our roles as professional property managers. Please take the time to read this Privacy Statement carefully.

As professional property managers, Dawson Real Estate collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: (03) 9848 5755  
Facsimile: (03) 9840 1024  
Email: [info@dawsonrealestate.com.au](mailto:info@dawsonrealestate.com.au)  
In person: 696 Doncaster Road, Doncaster 3109

### Primary Purpose

We collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested, and if the risk is considered acceptable to provide you with the lease / tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The landlord
- The landlord's solicitors
- The landlord's mortgagee
- Referees you have mentioned
- Organisations / tradespeople required to carry out maintenance to the premises
- Rental Bond Authorities
- Retail Tenancy Hearings/ Courts
- Collection Agents
- National Tenancy Database Pty Ltd (aka "NTD")
- Other real estate agents / landlord

### Secondary Purpose

We also collect information to:

Tick each box if you consent to the use of disclosure:

Enable us, or the landlord's solicitors, to prepare lease/tenancy documents for the premises

Allow organisations / tradespeople to contact you in relation to maintenance matters relating to the premises   
Pay/release bonds to/from the RTBA (where necessary)

Refer to Tribunals, Courts and Statutory Authorities (where necessary)

Refer to Collections Agents/Solicitors (where default/enforcement action is required)

Provide confirmation details to organisations contacting us on your behalf, ie. Banks, utilities (gas, phone water, electricity), employers etc.

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease / tenancy of the premises.

Signed by the applicant: ..... (signature)

..... (witness)

..... (date)