



LEASING APPLICATION FORM

Important Information:

Thank you for your interest in leasing commercial space. To take your interest further we request you complete this application. The application will be used to inform the property owner and assess your offer over the subject property. Please ensure the information provided is, to the best of your knowledge, accurate and complete.

Should your application be successful, the next step will be finalising terms between yourself and the owner. These will be set out in an Offer to Lease letter. On signing this Offer to Lease you will be required to pay the equivalent of one month's rental as an initial deposit. You will also be required to provide 100 point ID.

A formal lease document will then be prepared for signing by both yourself as the tenant and the owner of the property as Lessor. Prior to occupation of the premises, you will need to provide a bond or bank guarantee, as negotiated in the terms.

All information is treated as strictly confidential. Please refer to the **Applicants Acknowledgement** and our **Privacy Statement** on last page of this application form.

PROPERTY ADDRESS TO BE LEASED

Suite / Unit	
Building name	
Address	

APPLICANT DETAILS:

Applicant 1	Company Name or Personal Name <small>(for sole trader or partnership)</small>		
	ABN / ACN	ACN	ABN
	Trading Name		
	Contact Person		
	Telephone	Business:	Mobile:
	Email		
	Address (postal)		
	Address (registered or residential)		



Applicant 2	Personal Name	
	Telephone	Business: _____ Mobile: _____
	Email	
	Address (postal) if different to applicant 1	
	Address Residential If different to applicant 1	

ESSENTIAL TERMS OF OFFER TO LEASE	
Lease commencement date	
Base rental offered	(excluding GST)
Outgoings	Plus Outgoings <input type="checkbox"/> or Included in rent offered <input type="checkbox"/>
Lease term (years)	
Incentives	
Special conditions	

(please attach separate form if insufficient space)



INTENDED USE AND YOUR BUSINESS OPERATIONS		
Intended use		
Description of your business (products or services you offer, number of employees, etc)		
For established businesses	How many years established	
	Number of existing outlets / offices	
For a new business (or taking over an existing business), Please provide details of the applicants past relevant experience (A CV can be attached)		
Number of Directors / Owners		



GUARANTORS

Personal Guarantees will be required from all Directors of the Lessee Company unless the Lessee is an Australian Publicly Listed Company. If the Lessee entity is a wholly owned subsidiary of a Publicly Listed Company, then a Company Guarantee will be required from the Parent Company.

Guarantor 1	Full name	
	Residential Address	
Guarantor 2	Full name	
	Residential Address	

YOUR SOLICITORS DETAILS

Company Name		
Contact Person		
Telephone	Business:	Mobile:
Facsimile		
Email		
Address (postal)		

YOUR ACCOUNTANTS DETAILS

Company Name		
Contact Person		
Telephone	Business:	Mobile:
Facsimile		
Email		
Address (postal)		



TRADE REFERENCES (at least 2 must be provided)	
Reference 1	
Company Name	
Telephone	Business: Fax or email:
Address	
Name your Account held in:	

Reference 2	
Company Name	
Telephone	Business: Fax or email:
Address	
Name your Account held in:	

RENTAL REFERENCES FROM OTHER PROPERTY OWNERS OR AGENT	
Reference 1	
Landlords Name	
Telephone	Business: Fax or email:
Address	
Property address at which you leased from this landlord:	
Reference 2	
Landlords Name	
Telephone	Business: Fax or email:
Address	
Property address at which you leased from this landlord	



STRICTLY CONFIDENTIAL

COMBINED STATEMENT OF ASSETS AND LIABILITIES FOR APPLICANTS / DIRECTORS

Liabilities	Amount Owing	Assets	Present Value
Mortgages / loans	\$	House/land/property	
Please list below lenders and outstanding debts		Please list below type of property and present value	
1.	\$	1.	\$
2.	\$	2.	\$
3.	\$	3.	\$
4.	\$	Furniture & Household goods	\$
		Plant & equipment	\$
Overdraft		Stock in trade	\$
Limit	\$	Other Property (detail)	
		1.	\$
Equipment / Vehicle Leases / H/P		2.	\$
1.	\$	3.	\$
2.	\$	Bank trading acc	\$
3.	\$	Bank savings acc	\$
		Other deposits	\$
Trade Creditors		Cash on hand	\$
Bills payable	\$	Book debts	\$
Other outstanding debts	\$	Bonds	\$
Taxation debts	\$	Shares/Deb Notes	\$
Other liabilities (detail)		Vehicles	\$
1.	\$	Other Investments (detail)	
2.	\$	1.	\$
3.	\$	2.	\$
4.	\$	3.	\$
		Total Assets	\$
Total Liabilities:	\$	Less total Liabilities:	\$
		Total Available Funds	\$

To finalise this application, you may be requested to provide further financial information such as profit and loss statement, balance sheet or other relevant financial information to substantiate the information provided above.



DISCLOSURES

If you answer **YES** to any of these questions, please provide details in the space provided or on a separate sheet

Q. Have you or your spouse been bankrupt or assigned your estate for the benefit of your creditors?

Y / N

A.

Q. Were you ever a Director of a company that resolved to go into liquidation or have a petition for winding up presented or entered into any scheme of arrangement with its creditors under part VII of the Companies Act 1961 (as amended)?

Y / N

A.

Q. Have you or your spouse or any Director of the leasing entity been convicted of an offence in the past 5 years?

Y / N

A.



Acknowledgement

The above information by the Applicant as Lessee, me/us is a true and accurate statement and I authorise or we authorise the Landlord or its agent to conduct credit and reference enquiries to enable the Landlord to assess whether to offer a Lease to the Applicant over the subject property.

We acknowledge that the Lessor or their Agent may undertake verification checks using this information and other publically available sources including Credit Agency reports, company searches and property title searches. While past credit or trading difficulties may not automatically preclude the Applicant from being offered a Lease, failure to provide full and accurate information may result in this application being rejected at the Lessors discretion.

Signature

Full Name (Please print)

Date

Signature

Full Name (Please print)

Date

Towers Francis Property Privacy Disclaimer:

Towers Francis Property respects your privacy.

A copy of our privacy policy can be obtained by visiting our website www.towersfrancis.com.au

Thanks for completing this application, so we can take priority action, please:

Email to: chris@towersfrancis.com.au or james@towersfrancis.com.au. or michelle@towersfrancis.com.au

Hand deliver or Post to our office at Suite 2B 'Tweed Office Park' 24-28 Corporation Circuit Tweed Heads South NSW 2486