



COMMERCIAL LEASE APPLICATION

9646 1955

Address: 2G Auburn Road, Auburn 2144
Web: www.ciarealestate.com.au
Email: rentals@ciaonline.com.au
Fax: 02 9643 2598

In Respect of Applicant

Name 1
Name 2

Shop/Building No:

Street
Suburb State Post Code

APPLICANT(S) PERSONAL PARTICULARS

Note: All leases to include Guarantors; Souses/ Partners in the case of the lessee
Being a Private individual; and Directors of any company where the company is to be the lessee
To be completed by personal Lessee(s) and Guarantor(s)

Applicant 1

Full Name:
DOB: / /
Marital Status:
License No:
Address: Address Suburb Post Code
No. of Years: At current address
Telephone: Home Work Mobile
Email:

Applicant 2

Full Name:
DOB: / /
Marital Status:
License No:
Address: Address Suburb Post Code
No. of Years: At current address
Telephone: Home Work Mobile
Email:

How did you find out about the property?

- Internet (Please specify) ciarealestate.com.au domain.com.au realestate.com.au
- Lease Board Newspaper Rental List Other

Retail Experience

Applicant 1 – My retail experience

Applicant 2 - My retail experience

Are you currently or previous in business? If yes where

Are you currently or previous in business? If yes where

Applicants Guarantor

Note: Please ensure all details are correct, if you are unable to complete all details, please speak to CIA property Management

Guarantor 1

Full Name:

DOB:

Marital Status:

License No:

Address:

Suburb Post Code

No. of Years:

Telephone: Home Work

Mobile

Email:

Guarantor 2

Full Name:

DOB:

Marital Status:

License No:

Address:

Suburb Post Code

No. of Years:

Telephone: Home Work

Mobile

Email:

References and Credit Details of Applicant(s)

Solicitor:

Firm Name		
Address		
Contact Name	Email	
Phone	Fax	Mobile

Accountant:

Firm Name		
Address		
Contact Name	Email	
Phone	Fax	Mobile

Bank:

Name	Branch
Address	
Account Name	No. of Years with Bank
BSB	Account Number

Referees

Business Name:

Name	Address	Telephone
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Current/ Previous Lesser:

Name	Address	Telephone
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Previous & Existing Creditors

1)	Name	Address	Telephone
	Name	Address	Telephone
3)	Name	Address	Telephone

I / We acknowledge and accept that the above referees may be contacted forthwith without further reference to the applicants

Applicant 1:

Signature:

Date:

Applicant 2:

Signature:

Date:

STATEMENT OF ASSETS AND LIABILITY OF THE APPLICANTS

Note: every section of this statement must be completed, if not applicable, write Nil (use separate sheet if necessary)

Assets			Liabilities		
	Address	Value(\$)	Lender	Monthly Payments	Owing
Existing Property Home			Existing Mortgage		
Other Property			Existing Mortgage		
Vacant Land			Current Rent Paid		
Car(s)			Lease/Hire Purchase Car(s)		
Furniture					
Caravan, Boat, Motorcycle			Other Hire Purchases (List details)		
Other Assets Please list			Personal Loan		
Savings: Bank/Branch			Bank, Credit Union, Building Society etc		
Bank			Other Commitments		
Building Society			Stores Accounts, etc (Give details)		
Credit Union			Income Tax Due/ or P.A.Y.E		
Shares, Debentures, etc (market value)			Taxation Liability & Years		
Deposit Paid			Account Outstanding		
Superannuation			Bank overdraft etc (Give details) Limit		
Life Policies (Surrender value only)			Trade Creditors. Bill Payable		
Book Debts			Any Contingent		
Stock in Trade			Partnership or company interests		
Plant & Machinery			Other guarantees		
Total		\$	Total		\$

- I/ We agree to provide to the Lessors or their Agents a copy of the latest statement. of the account, i.e Balance Sheets and 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 and are not held in a trust
- If any of the above assets are held by joint owners, the name(s) of the other Joint owner/s is are as follows

We undertake to provide such further information as may be reasonably required by the Lessors to ascertain our financial position.

Further Enquiries

A) Personal

- | | | |
|--|------------------------------|-----------------------------|
| 1) Have you, or your spouse, ever been declared bankrupt or insolvent | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2) Has either estate been assigned for the benefit of creditors | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) Have you, or your spouse, ever been shareholders or officers of any company of which a manager, Receiver and/or liquidator has been appointed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4) Is there any unsatisfied judgment entered in any court against you, your spouse, or any company of which you or your spouse are or were a shareholder office? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5) 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 sale proceeding? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6) Has any part of the deposit, or the balance due for this lease, been obtained From borrowing | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*Delete as appropriate

B) Business (Your new business)

- | | |
|---|------------------------------------|
| 1) Purchase Price of Business | \$ _____ Date: / / |
| 2) The above purchase price comprises | |
| Stock \$ _____ | Fixtures & Fittings \$ _____ |
| Goodwill \$ _____ | Other \$ _____ |
| 3) The above purchase price is based on the following turnover disclosed to you by the current lessee | |
| Year 2006-2007 \$ _____ | Year 2007-2008 \$ _____ |
| Year 2008-2009 \$ _____ | Year 2009-2010 \$ _____ |
| 4) Your new business forecasts are as follows: | |
| Income \$ _____ | |
| Expenses \$ _____ | Profit \$ _____ |

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:

Privacy Protection of Information

STATEMENT BY APPLICANT(S) TO BE LESSEE(S) OR GUARANTOR(S)

Please read carefully before signing. Where there is more than one (10 applicant, each to sign.

Authority for CIA Real Estate Australia to obtain certain credit information to enable them to assess my/our application for lease of the premises.

I/We therefore authorise CIA Real Estate Australia

- To obtain from credit reporting agency a credit report containing personal financial information about me/us in relation to this lease application made to the Lessors/Agents.
- To obtain a report containing information about my/our commercial activities or commercial credit worthiness from a business which provides information about the commercial credit worthiness. This is in accordance with Section 1*L (4) of the privacy Act.

Authority to exchange information with other credit providers.

In accordance with Section 18N(1)(b) of the privacy Act, I/we authorise CIA Real Estate Australia to give to and obtain from credit providers named in this Lease Application and credit providers that may be named in a credit report issued by a credit reporting agency about my/our financial affairs. I/we understand this information can include any information about my credit worthiness, credit standing, credit history or credit capacity that credit providers are allowed to give or receive from each other under the privacy Act 1999.

This information which may be given to an agency is covered by section 178E(1) of the Act and includes:

- The fact that I/We have applied to lease the premises
- The fact that I/we have applied for a credit and the amount.
- The fact that CIA Real Estate Australia or the relevant Owners is a credit provider to me.
- Payment that becomes overdue more than 60 days and for which collection action has commenced.
- Advice that payments are not longer overdue.
- Cheques drawn by me/us which have been dishonoured more than once.
- In specified circumstances, that in the opinion of the Lessor/Agent, I/We have committed a serious infringements
- That the credit/lease provided to me by CIA Real Estate Australia/Owners has been discharged/expired terminated

Declaration

I/We understand the information be used for the following purposes.

- To assess an application by me/us for a credit or to lease a premises
- To exchange information with other credit providers as to the status of this lease or loan where
- I/We are in default with other credit providers
- To notify other credit providers of a default by me/us
- To assess my/our credit worthiness

Guarantees

Where this application is completed by a person offering to the guarantee the performance of another party as lessee under the lease. The Guarantee(s) understand(s) that CIA Real Estate Australia may seek from credit reporting agency a credit report containing personal financial information about me/us to assess whether to accept me/us as a guarantor for the lease or credit applied for. I/We agree that if the Lessor (Owner) approves this application, this statement remains in force until the lease arrangement covered by this application ceases.

Personal

Signature:

Applicant 1

Signature:

Applicant 2

Company

The common Seal of

Name

Director:

Was hereunto duly affixed by the authority of the Board of directors in the presence of:

Witness

Applicant 1

Date:

Applicant 2

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT

Supporting Documents

License(s)

Bank Statement(s)

Business History

Business Reference(s)