



East Coast Industrial Pty Limited
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10 Caldwell Close, Green Point NSW 2251

Application to Lease Industrial/Commercial Premises

Property Address:	Date:
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Name of Proposed Tenant/s:

If Proposed Tenant is a Company:

A.C.N	A.B.N	GST Registered: Yes <input type="checkbox"/> No <input type="checkbox"/>
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Registered Address:

Contact Person:	Position in Company:
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Current Business Address:

How long have you been at this address:	Current Rent:
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Phone:	Mobile:
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Email:

Current Landlord/Agent	Landlord/Agent Contact Number:
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Bankers:	Branch:
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Personal Guarantors

Applicant/Director 1

Full Name:

Residential Address:

Home Ph:	Work Ph:	Mobile:
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Email Address:	Driver Licence No:
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Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, Landlord/Agent:
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Contact Name:	Contact Number:
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Applicant/Director 2

Full Name:

Residential Address:

Home Ph:	Work Ph:	Mobile:
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Email Address:	Driver Licence No:
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Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, Landlord/Agent:
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Contact Name:	Contact Number:
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If Proposed Tenant is Not a Company

Full Name:		
Residential Address:		
Home Ph:	Work Ph:	Mobile:
Email Address:		Drivers Licence No:
Do you own your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, Landlord/Agent Name:	
Contact Name:	Contact Number:	

Lease Requirements

Proposed Use:		
Term of Lease:	Option/s:	Proposed commencement date:

Further details

Accountant:	
Contact Name:	Contact Number:
Solicitor:	
Contact Name:	Contact Number:

TRADE REFERENCES ARE REQUIRED FOR ESTABLISHED BUSINESSES (Written preferred but alternatively please provide contact details below.)

Company:	Contact:	Contact No:
Company:	Contact:	Contact No:
Company:	Contact:	Contact No:

We also require a written reference from past landlord/managing agent detailing rental amount paid, term of occupancy and comment on payment record. Copies of any rental receipts are also preferred.

REFERENCES REQUIRED FOR NEW BUSINESS OWNERS

If you are establishing a new business and have no current trade references we will require a minimum of three (3) of the following alternatives:

- Copy of mortgage loan statement for last 12 months
- If renting a current rental reference in writing from managing agent/landlord
- Accountant prepared assets and liabilities
- Accountant prepared Business Plan
- Copy of statement of credit/loan funds available to establish business

Insurance:

We advise that all tenants are required to have Public Liability Insurance coverage of not less than \$10,000,000.00 and Plate Glass Insurance (if applicable). A Certificate of Currency for the above insurance will be required at the time of signing the lease and prior to your occupation of the property.

Identification Checklist:

- Current Driver's Licence, OR Current Passport or Visa (if applicable) OR Proof of Age Card
(Note: to be produced and photocopied and attached to application for processing.)
- Copies of TWO (2) documents showing your name and address, for example: Motor Vehicle Registration, Electricity or Gas Account, Water Account, Telephone Account etc.



Privacy Act 1988 & Personal Information

To aid in the application to lease assessment process, I/We authorise East Coast Industrial Pty Ltd to obtain information about my credit worthiness and financial position.

These reports may contain:

- Personal information about me in relation to my application for premises.
- Information about my commercial activities in relation to my application for premises.
- Other information in relation to my commercial credit activities.

I understand the information may be used for the following purposes:

- To assess an application by me for the lease of premises.
- To assess my credit worthiness and financial position.

Bankers View & Trade References:

I authorise you to receive bankers' opinion about my business, trade and profession and I authorise you to receive trade references for any purpose relating to this application for commercial or industrial premises.

Collection Notice:

The personal information of the prospective tenant provided in this application or collected from other sources is necessary for the agent to verify the Applicant's identity, to process and evaluate the application. 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 which it was collected to other parties including to the 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 Commercial, Retail or Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that 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.

I/We acknowledge that this application is subject to the approval of the owner/ landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I am not bankrupt and agree to the provision of my personal information in accordance with this application to lease by signing below. Furthermore, the applicant acknowledges that no binding lease or agreement to lease shall arise until such time as formal lease documentation has been prepared and executed by both parties.

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

ALL APPLICANTS TO SIGN