

APPLICATION FORM for a Commercial Lease

DATE

FULL LEGAL ADDRESS
OF THE PREMISES

FULL NAME &
LEGAL DESCRIPTION
OF LESSOR

LESSOR NAME: _____

LESSOR ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL: _____

CONTACT DETAILS
FOR LESSOR'S SOLICITOR

CONTACT NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

EMAIL: _____

IS THE LESSOR
REGISTERED FOR GST?

YES

NO

ABN/ACN DETAILS:

LESSEE TRADING NAME

LESSEE RESIDENTIAL ADDRESS

LESSEE PHONE NUMBER

LESSEE EMAIL

IS YOUR BUSINESS
REGISTERED FOR GST?

YES

NO

ABN/ACN DETAILS:

LESSEE GUARANTOR

GUARANTOR ADDRESS

GUARANTOR PHONE

GUARANTOR EMAIL

CONTACT DETAILS
FOR LESSEE'S SOLICITOR

CONTACT NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

EMAIL: _____

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ADDRESS OF THE PREMISES

LETTABLE AREA OF PREMISES

M2 APPROX

NUMBER OF CAR SPACES

INTENDED USE OF PREMISES

IS THIS A RETAIL BUSINESS?

YES

NO

DATE PREMISES WILL BE
AVAILABLE FOR OCCUPATION
BY THE TENANT

AVAILABLE:

LEASE COMMENCEMENT DATE

/ /

INITIAL TERM

YEARS

TERMINATION DATE

/ /

ANY OPTIONS TO RENEW

YEARS

ANY RENT-FREE PERIOD

LESSORS' CONTRIBUTION
TO FIT OUT

BASE RENT FOR FIRST YEAR

PER CALENDAR MONTH \$
PER ANNUM \$

+GST (\$))
+GST (\$))

METHOD OF ANNUAL
RENT REVIEW

NOTE: YOUR RENT WILL
AUTOMATICALLY INCREASE ON THE
RENEWAL OF YOUR LEASE START
DATE BY THE AGREED METHOD

FIXED (4%, 5%, 6%) OR CPI

UTILITIES TO BE
PAID BY LESSEE

ELECTRICITY
INTERNET
TELEPHONE
WASTE REMOVAL
WATER USAGE

OUTGOINGS PAYABLE
(IF APPLICABLE)

SHARE OF OUTGOINGS:

% PER ANNUM-

COUNCIL RATES \$
STRATA FEES \$
WATER, SEWERAGE AND
DRAINAGE RATES & CHARGES \$
LAND TAX \$

OUTGOINGS CONTRIBUTION

NO

IS THE LESSEE REQUIRED TO
PAY OR CONTRIBUTE TO THE
LESSOR'S OUTGOINGS?

NOTE: FLOATING AMOUNT -
OUTGOINGS PAYABLE ARE TO BE PAID
AS A MONTHLY CONTRIBUTION ADDED
TO THE MONTHLY RENTAL AMOUNT
AND THEN RECONCILED AT THE END
OF THE FINANCIAL YEAR. EG TOTAL
ANNUAL OUTGOINGS DIVIDED BY 12 =
TOTAL MONTHLY CONTRIBUTION.

YES - FIXED AMOUNT (PER ANNUM/OTHER PERIOD)

YES - FLOATING AMOUNT (PER ANNUM/OTHER PERIOD)
IN RESPECT TO OUTGOINGS FOR WHICH AN ESTIMATE IS PROVIDED

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ADDRESS OF THE PREMISES

HOLDING DEPOSIT
PAYABLE WITHIN 48 HOURS OF OFFER ACCEPTED \$

SECURITY DEPOSIT/ 3 MONTHS RENT + GST
BANK GUARANTEE (HELD) \$ + GST (\$)

MINIMUM PUBLIC LIABILITY \$20,000,000
INSURANCE STATING COPY OF CERTIFICATE OF CURRENCY IS REQUIRED EACH YEAR
INTERESTED PARTY (ADDRESS)

DEVELOPMENT APPLICATION/ LESSEE IS RESPONSIBLE TO OBTAIN D.A IF NEEDED BY COUNCIL
USAGE (IF APPLICABLE) FOR CHARGES AND USE

MAINTENANCE LESSEE TO MAINTAIN ALL FIXTURES AND FITTINGS

CONDITION: LESSEE TO TAKE
PREMISES AS IS

AIRCONDITIONING TO BE MAINTAINED BY TENANT AND SERVICE RECORDS TO BE
(IF APPLICABLE) PROVIDED TO THE AGENT ANNUALLY

SIGNAGE PERMITTED ON SHOP WINDOWS AND ALLOCATED SPACES
(SUBJECT TO STRATA AND OWNER APPROVAL)

ACCESS TO PROPERTY AND AS PER D.A
TRADING HOURS MONDAY: AM TO PM
TUESDAY: AM TO PM
WEDNESDAY: AM TO PM
THURSDAY: AM TO PM
FRIDAY: AM TO PM
SATURDAY: AM TO PM
SUNDAY: AM TO PM
PUBLIC HOLIDAYS: AM TO PM

LEASE PREPARATION COST THE LESSEE AND LESSOR ARE EACH TO BEAR THEIR OWN
AND LEGAL FEES COSTS WITH RESPECT TO THE PREPARATION OF THE LEASE

ADDITIONAL SPECIAL
CONDITIONS

Statement of Assets and Liabilities of the Applicant

ASSETS

ITEM	DETAILS	VALUE
EXISTING PROPERTY/HOME		\$
OTHER PROPERTY		\$
FURNITURE/OTHER ASSETS		\$
CARAVAN/BOAT/CAR ETC		\$
BANK/BUILDING SOCIETY		\$
SHARES/DEBENTURES ETC (MARKET VALUE ONLY)		\$
SUPERANNUATION		\$
STOCK IN TRADE		\$
PLANT & MACHINERY		\$
TOTAL		\$

LIABILITIES

ITEM	DETAILS	VALUE
EXISTING MORTGAGE		\$
CURRENT RENT PAID		\$
HIRE PURCHASE		\$
PERSONAL LOAN		\$
TAXATION LIABILITY & YEARS		\$
BANK OVERDRAFT ETC/LIMIT \$		\$
TRADE CREDITORS/BILL PAYABLE		\$
TOTAL		\$

CURRENT LANDLORD/AGENT NAME: _____

ADDRESS: _____

PHONE NO: _____ CURRENT RENT: _____

ADDRESS OF PREMISES: _____

TRADE REFERENCE 1 NAME: _____

CONTACT: _____ COMPANY: _____

PHONE NO: _____

TRADE REFERENCE 2 NAME: _____

CONTACT: _____ COMPANY: _____

PHONE NO: _____

TERMS AND CONDITIONS

This offer sheet/letter of intent/heads of agreement is not to be construed as an offer, also it is not intended to form part of a Memorandum of Lease and is specifically not binding on any of the parties. The lessor reserves the right to continue to have the property available on the market for lease until the prospective lessee has signed the lease and provided all the requirements of the lease and has the right to withdraw the offer if the lease has not been signed in a timely manner. Any legal cost accrued will be deducted from the holding deposit for the legal cost before being refunded to the lessee. It is the responsibility of the tenant to conduct their due diligence.

LESSOR NAME: _____ SIGNATURE: _____ DATE: _____

LESSEE NAME: _____ SIGNATURE: _____ DATE: _____