

COMMERICAL APPLICATION FORM

This form is not, nor does it form any part of a tenancy agreement. Should this application be successful, your rights and obligations and those of the Landlord are determined by the Residential Tenancies Act 1997.
 This Application is subject to Owners Approval.

NOTE: Only successful applicants will be contacted with 3-5 business days of submission.

PERSONAL DETAILS

MR/ MS/ MISS/ MRS/ OTHER - SURNAME _____ GIVE NAME _____
 CURRENT ADDRESS _____ DATE OF BIRTH ____/____/____
 HOME PHONE _____ WORK PHONE _____ MOBILE _____
 EMAIL: _____ DRIVERS LICENCE NO: _____ EXPIRY DATE: _____
 AGENT/LANDLORD _____ PHONE NO: _____ RENT PAID \$ _____ REASON
 FOR LEAVING: _____ PERIOD OF STAY _____
 PREVIOUS ADDRESS _____ PERIOD OF STAY _____
 AGENT/LANDLORD _____ PHONE NO: _____ RENT PAID \$ _____
 REASON FOR LEAVING: _____

EMPLOYMENT DETAILS

OCCUPATION _____
 PERIOD OF WORK: _____ PHONE NO: _____ WAGES (NETT): \$ _____
 EMPLOYER: _____ CONTACT NAME: _____
 ADDRESS: _____

CONTACTS

EMERGENCY CONTACT NAME: _____ ADDRESS _____
 PHONE NO: _____ RELATIONSHIP _____

PROPERTY DETAILS

Property Applied for: _____
 Rent \$ _____ week \$ _____ p.c.m. Bond _____ (equal to one months rent) Lease Period
 6mths / 12mths Commencement Date _____ No. of Adults _____
 Ages _____

PLEASE NOTE THE FOLLOWING CONDITIONS:

- 1) Each applicant must achieve a minimum of 100 check-points (See Reverse for point criteria)
- 2) A deposit to hold the property must be paid within 24hours of approval and will be applied towards the first months rent. The full months rent must be paid prior to moving in 3) Bond must be paid by way of a bank cheque or money order made payable to Residential Tenancies Bond Authority' prior to moving in 4) First months rent must be paid as cash or bank cheque made payable to Ray Mascaro & Co. Pty. Ltd. 5) Keys will be given only after lease is signed and all rent and bond paid.
- 6) I/We declare that the information supplied is true and correct and agree that the agent is permitted to make independent enquiries and credit checks to provide information to the landlord for the purpose of assessing my/our eligibility to rent the property. SEE REVERSE FOR PRIVACY NOTICE AND 100 POINT CHECK LIST

Signature

Date

This form is not, nor does it form any part of a tenancy agreement. Should this application be successful, your rights and obligations and those of the Landlord are determined by the Residential Tenancies Act 2012.

RENTAL PREMISES :

APPLICANT: MR/ MS/ MISS/ MRS/ OTHER - SURNAME _____ NAME _____
 ABN NO (if Applicable) _____
 APPLIANT ADDRESS _____
 POSTAL ADDRESS _____
 EMAIL: _____
 HOME PHONE _____ WORK PHONE _____ MOBILE _____

GUARANTORS

1. NAME: _____
 PHONE NO: _____
 ADDRESS: _____

2. NAME: _____
 PHONE NO: _____
 ADDRESS: _____

BUSINESS REFERENCE

1. NAME: _____
 PHONE NO: _____

2. NAME: _____
 PHONE NO: _____

COMPANY DETAILS

INTENDED REGISTERED TRADING NAME: _____

FIXTURES, FURNITURE (if any): _____	MONTHLY PAYMENT OF RENTAL: \$ _____
TERM OF LEASE: _____	RATES, TAXES, OUTGOINGS: _____
FURTHER TERMS: _____	PERMITTED USE OF PREMISES: _____
COMMENCEMENT DATE OF RENTAL: _____	SECURITY DEPOSIT: \$ _____
RENT FREE PERIOD: _____	RENT REVIEW: _____

PROPOSED NATURE OF BUSINESS: _____

AMENDMENTS REQUIRED TO BUILDING

- _____

- _____

- _____

ANY FURTHER REQUIREMENTS

- _____

- _____

- _____

SUPPORTING DOCUMENTATION

- **PROOF OF FINANCAIL WELLBEING**

1. Bank Statements
2. Profit / Loss Statements
3. Payslips
4. Proof of income

- **PROOF OF IDENTIFICATION**

(Must include at least one photo ID)

5. Australian Driver's License
6. Passport
7. Medicare Card
8. Birth Certificate
9. Bank / Debit Card

- **PROOF OF ADDRESS**

10. Residential & Commercial
11. Energy Bills
12. Telephone / Internet Bills
13. Rent Receipts
14. Copy of Lease

TENANCY PRIVACY STATEMENT

Due to the changes in the privacy laws from December 21, 2001, all property managers 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 out our role as professional property managers. Please take time to read this Privacy Statement carefully and once completed return to this office with your tenancy application. As professional property managers, Ray Mascaro & Co Pty Ltd collects personal information about you. To ascertain what personal information we have about you please contact our office.

Primary Purpose

As professional property managers, we collect personal information to access the risk in providing you with the lease/ tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with the lease/ tenancy of the premises.

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

- The Landlord, The Landlords Lawyer, The Landlords Mortgagee - Referees you have nominated
- Rental Bond Authority - Residential Tenancy Tribunals/Courts
- Organisations/ Trades people required - National Tenancy Database Pty Ltd. to carry out maintenance to the premises. (ABN: 65 079 105 025)('NTD')
- Other Real Estate Agents and Landlords - Collection Agents

Secondary Purpose

We also collect your personal information to:

1. Enable us, or the Landlord's Lawyers, to prepare the lease/ Tenancy documents on the premises.
2. Allow organisations/ trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay/ Release rental bond to/ from Rental Bond Authorities (where applicable)
4. Refer to tribunals, Courts and Statutory Authorities (where necessary)
5. Refer to Collection Agents/ Lawyers (where default/ enforcement action is required)
6. Provide confirmation details for organisations contacting us on your behalf i.e. banks, utilities (Gas, Electricity, Water, Phone), Employers ect.

If your personal information is not provided to us and NTD, 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 may not provide you with the lease/ tenancy of the premises.

NTD Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN: 65 079 105 025) by:
Telephone 03 8629 1682
In Person: Level 34, 140 Williams Street Facsimile: 03 8629 1628
Email: info@ntd.net.au
Mail: PO Box 156, Collins St West Melbourne 8007
Visit Website: www.ntd.net.au

Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who/ which lease residential and commercial property from or through licensed real estate agent members of NTD. NTD also provides credit information on companies/ direction applying for commercial leases.

The real estate agent/ property manager will advise NTD of your conduct throughout the lease/ tenancy and that information will form part of your tenant history.

NTD usually discloses information to:

- Licensed Real Estate agent members
- NTD's parent company, Collection Housing Limited (ABN: 74 010 230 716) and its subsidiaries.
- Credit Bureaus.

Please include anything else that you believe would impact on the decision of accepting this application.

All information provided by you in this application must be accurate and true, it is illegal to provide misleading information in the document. Please make sure you read every section carefully and contact our office if you do not understand any part of this document. If information is left blank or supporting documents are not provided this may impact negatively on the decision that is made regarding this application.

PLEASE NOTE:

- This application is subject to the Owners Approval
- The Applicant offers to lease the premises for the team and at the rent and subject to the provisions contained in the lease.
- In consideration of you agreeing to accept the Applicant's offer the Guarantors (if any) agree to be bound by the guarantee contained in the lease.
- A deposit (equal to one month's rent) to hold the property must be paid within 24 hours of approval.) The full months rent must be paid prior to moving in.
- First months rent must be paid via ETF bank deposit to Ray Mascaro BSB: 083 – 363 AC#: 75 – 400 – 4200. (No cash payments)
- Keys will be given only after the lease is signed and all rent & bond paid.
- I/We declare that the information supplied is true & correct, I/We agree that the agent is permitted to make independent enquires and credit checks to provide information to the landlord for the purpose of assessing my/our eligibility to rent the property.

I acknowledge that I have read and understand this privacy statement.

Signature _____

Date _____