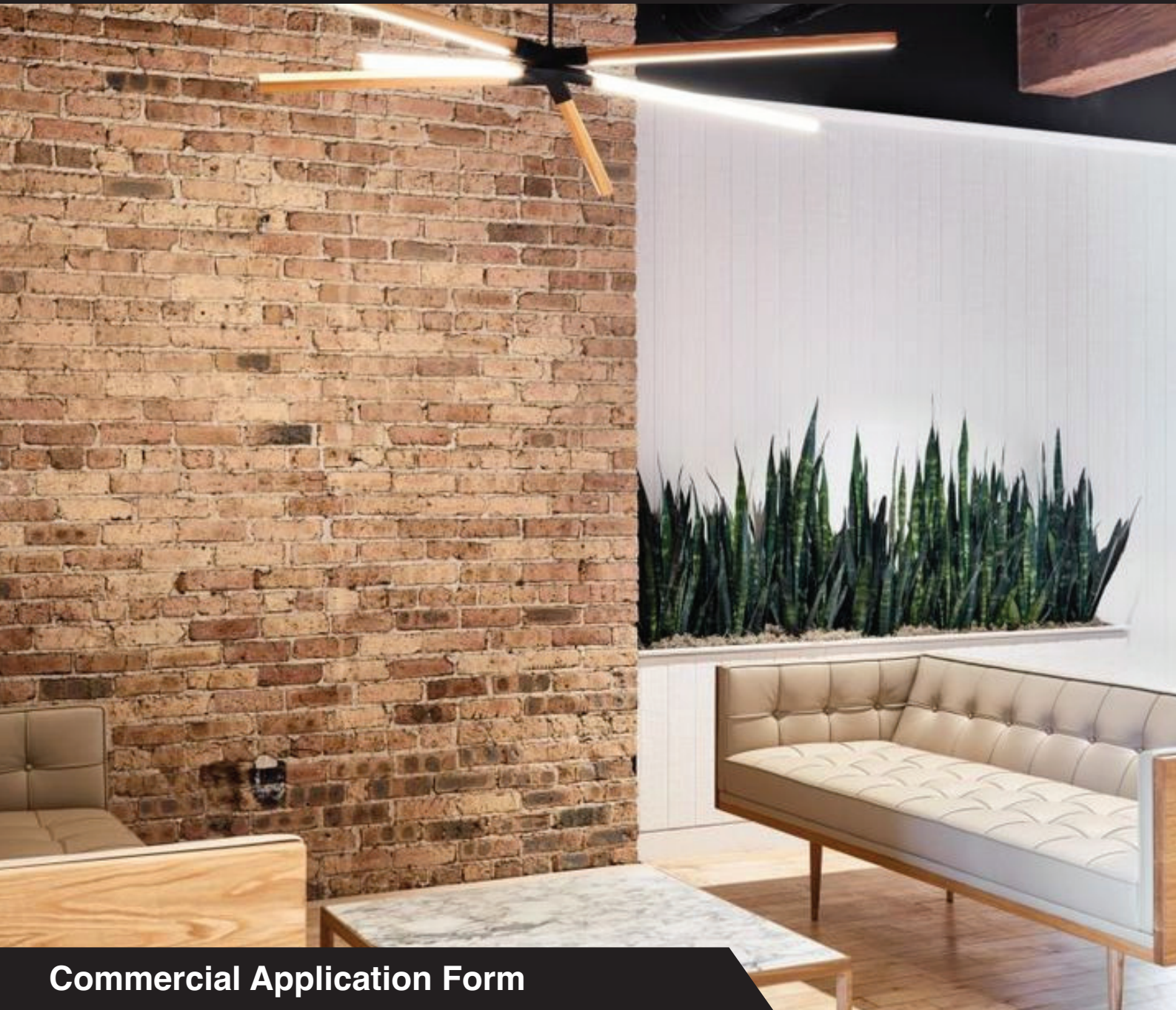




Commercial Application Form

Land & Development Real Estate & Rentals

42/115-125 Corio Quay Road, Norlane VIC 3214

03 5279 0099

0414 000 099

info@lndgroups.com.au

lndgroups.com.au

Applicant Name

Property Address

1.1 Applicant Details

Applicant (if an individual) First/Given Name(s) _____ Last Name _____
 Home Address _____
 Home Phone _____ Work Phone _____ Mobile Phone _____
 E-mail Address _____
 Date of Birth _____ Drivers Licence No. _____ Drivers Licence State _____
 Passport No. _____ Passport Issuing Country _____ Tax File No. _____

1.2 Company Details

Company Name _____ Trading Name _____
 Company Address _____
 Postal Address (if different from Company address) _____
 Phone No. _____ Fax No. _____
 Type/Nature of your business _____
 Age of business _____ Average annual income _____
 ACN _____ ABN _____ Company TFN _____
 How long has the company occupied the above premises? _____ Lease or owned premises? _____
 Name of current Landlord / Agent Details _____
 Contact Phone No. _____ Monthly rent paid _____ Was the Bond refunded in full? _____

1.3 Company Director(s)

1) First/Given Name (s) _____ Last Name _____
 Home Address _____
 Home Phone _____ Work Phone _____ Mobile Phone _____
 E-mail Address _____
 Date of Birth _____ Drivers License No. _____ Drivers License State _____
 Passport No. _____ Passport Issuing Country _____
 2) First/Given Name (s) _____ Last Name _____
 Home Address _____
 Home Phone _____ Work Phone _____ Mobile Phone _____
 E-mail Address _____
 Date of Birth _____ Drivers License No. _____ Drivers License State _____
 Passport No. _____ Passport Issuing Country _____

1.4 Application Details

Your proposed use of the premises _____
 Annual/Monthly rental lease period option(s) _____
 Lessee's proposed works (if any) _____
 Special Conditions (if any) _____

1.5 Applicant's Business Structure

☐ Sole Trader ☐ Partnership ☐ Company ☐ Franchise ☐ Licence

1.6 Applicant Solicitor's Details

Solicitors: _____ Address: _____
 Contact Name: _____ Tel: _____ Fax: _____

Free Utility Connection Service

myconnect

MyConnect offer a free service to connect utilities.



Select your required utilities:

☒ Water (Compulsory) ☐ Electricity ☐ Gas
☐ Internet ☐ Phone ☐ Pay TV

Unless I have opted out of this section, I/we:

Consent the disclosure of information to MyConnect (ABN 65 627 003 605) for the purpose of arranging the connection of nominated services; Confirm that you are authorised to complete a MyConnect form (including Get Connected Form, Tenancy Application Form, Online Signup) in respect of the relevant supply address; Confirm that you wish to be contacted by MyConnect (including by telephone, SMS and email) in order to: be provided with the requested service(s) and be offered additional services specific to your address; be offered consultation relating to the supply of the requested services and/or other services from utility providers; receive information about the services and other products of other third parties with whom we have a commercial relationship; consent to MyConnect disclosing personal information to the Real Estate Agent and/or the relevant utility provider(s) for the purpose of connection your supply address to the relevant service and obtaining confirmation of connection; and acknowledge that, to the fullest extent permitted by law, MyConnect shall not be liable for any loss or damage (including consequential loss and loss of profits) suffered by you or any other person or any property as a result of the provision of services via the Website or any act or omission of the relevant utility provider or for any loss caused by or in connection with any delay in connection or provision of or failure to connect or provide the nominated utilities. Further information can be found in our Collection Statement: myconnect.com.au/collection-statement

☐ OR Tick here to opt out

1300 854 478 enquiry@myconnect.com.au myconnect.com.au

2.0 Your Current Business (please attach any additional supporting information as required)

2.1 Applicant's Retail/Commercial and Business/Management experience

Please outline your current retailing activities together with your background and history within the retail industry, including experience managing retail businesses:

2.2 Other relevant information (attach separately where necessary)

2.3 Permitted Use - Full description of products to be sold:

Detail the complete listing of all the individual goods and services you wish to sell. Please note that if your application is approved, then the agreed goods and services taken from the below listing will be recorded in your lease and nothing further will be added. (If there is insufficient space, please attach extra pages as required – this may include your full proposed menu, where relevant.)

3.0 Financial Statement

Please complete the Statement of Assets & Liabilities and attach supporting documentation where required (eg. evidence of bank balance/s, proof of assets, etc). Please also attach to your application a copy of your company's last Annual Report and/or Profit & Loss Statements and Balance Sheets.

3.1 I confirm I have included the following with my application:

☐ Annual Report ☐ Assets & Liabilities (with supporting documentation) ☐ Profit & Loss Statement ☐ Balance Sheet

3.2 Applicants Statement of Assets and Liabilities

FOR _____ OF _____

LIABILITIES	AMOUNT OWING	ASSETS	PRESENT VALUE
MORTGAGE		HOUSE/PROPERTY/LAND	
1.	\$	1.	/ /
2.	\$	2.	\$
3.	\$	3.	
LOANS		OTHER PROPERTY (DETAIL)	
1.	\$	1.	\$
2.	\$	2.	\$
3.	\$	3.	\$
HIRE PURCHASE		FURNITURE & HOUSEHOLD EFFECTS PLANT & MACHINERY	
1.	\$	1.	\$
2.	\$	2.	\$
3.	\$	3.	\$
BANK O'DRAFT (CURRENT OWINGS)	\$	STOCK IN TRADE	\$
OTHER LIABILITIES		BANK ACCOUNT BALANCE	\$
1.	\$	CASH ON HAND	\$
2.	\$	SHARES OR SIMILAR (MARKET VALUE)	\$
3.	\$		
		OTHER ASSETS (DETAIL)	
		1.	\$
		2.	\$
		3.	\$
TOTAL LIABILITIES	\$	TOTAL ASSETS	\$
Surplus of Assets over Liabilities is: \$	Note: Further proof of the above may be required prior to proceeding with leasing agreements		

Are you or is your wife or husband an undischarged bankrupt or have either of you assigned your estate for the benefit of creditors or had judgment recorded against you? If so, give particulars.

The above assets are held solely by me/us and are not held in a trust. The information contained herein is to the best of my/our knowledge true as at this date.

Signature of Applicant/s

Date

(If the above assets are held by joint owners, name of joint owners to be written.)

3.3 Disclosure

Please provide us with information regarding any past or current convictions under Australian law. (Please note this question is optional.)

4.0 Applicants Commercial or Retail plan

4.1 Please provide us with a copy of your budget and a business plan covering the first 3 years of trading. A brief summary of your experience and the reasons why you will succeed (50-100 words).

4.2 Please provide the following details regarding the business.

Your anticipated Annual Turnover Year 1 \$ _____
Year 2 \$ _____
Year 3 \$ _____

Proposed retail value of stock on hand (average) \$ _____

Proposed cost of new shop fit out works \$ _____

Are you borrowing money for the business? ☐ Yes ☐ No

If borrowing money, please specify amount \$ _____

If purchasing a business, please provide cost of:
Goodwill \$ _____
Stock \$ _____
Fitting/Fit out \$ _____

4.3 Please confirm if you are happy for us to arrange an insurance quote for your Tenant public liability insurance free of charge. This will need to be submitted should you be a successful applicant as part of your lease obligations.

☐ Yes, I object OR ☐ No, I do not object

If you do not object – please confirm the following in order for us to provide you with an accurate quote:

Annual Turnover: _____ Business Type: _____
Number of staff: _____ Are you registered for GST? _____
Would you also like contents insured? _____

Rebate Statement

Rebate statement form approved by the Director for Sections 48A and 49A of the Estate Agents Act 1980. Our office may be paid a fee for placing the insurance cover for your Tenant Public Liability Insurance. The fee paid does not affect your premium and is paid to us by the brokers with whom we are associated. The fee remunerates us for obtaining quotes, processing claims on your behalf and allows us to deal directly with your insurer.

5.0 References

Please provide us with details of references we may contact and include any written references you may have with this application. Please complete the attached letters to each Referee to enable us to provide clarity with regard to Privacy Legislation.

5.1 Business References

Bank: _____ **Branch:** _____
Contact: _____ **Phone:** _____

Accountant: _____
Address: _____
Contact: _____ **Phone:** _____

Trade Referee: _____
Address: _____
Contact: _____ **Phone:** _____

Trade Referee: _____
Address: _____
Contact: _____ **Phone:** _____

Previous Landlord / Managing Agent: _____

Address: _____

Contact: _____ **Phone:** _____

5.2 Please note that checking references and credit references is standard procedure. There is an associated cost of \$65.00 for companies and \$25.00 for individual applicants towards completing these background checks. Should you have any objections to the checking of references and credit references, please indicate below.

- ☐ Yes*, I do object
☐ I do not objection and confirm acceptance of above noted costs.

*Please note, should you object, this could delay or hinder your application being accepted for this property.

6.0 Please note

- Two months rent in advance, the agreed Security Bond and your Public Liability Insurance must be supplied prior to the commencement of the Lease.
- Personal Guarantees are required for leases in company names.
- GST is payable on the rental & outgoings, unless otherwise stated.
- According to the standard REIV Commercial lease, all outgoings are payable by the tenant.
- According to the standard REIV Commercial lease, any fees associated with lease preparation are payable by non-retail tenants.
- Security deposits are to be held on behalf of the Lessee in an interest bearing trust account.
- This application is subject to approval by the landlord.
- A DEPOSIT OF \$660 MUST ACCOMPANY THE APPLICATION, TOGETHER WITH PHOTO IDENTIFICATION, FINANCIALS (COPY OF RATES NOTICE), AND RENTAL HISTORY OTHERWISE THIS APPLICATION WILL NOT BE PROCESSED.**

7.0 Privacy Act 1998 Collection Notice

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. The Agent may also disclose information to other parties on the Internet. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or otherwise allowed under the Privacy Act 1988. If the Applicant would like to access his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the Application.

8.0 Acknowledgment

By signing this Application the Applicant;
Offers to lease the Premises from the Lessor for the rent and on the terms set out herein and declares that the information provided is true and correct. The Applicant will on demand by the Lessor execute an REIV Standard Commercial Property Lease prepared by the Lessor's Agent or a Lease prepared by the Lessor's solicitor incorporating all the details and agreements noted in this Offer and such other terms and covenants as the Lessor's solicitor consider reasonable in the circumstances. Such Lease shall include terms and covenants that will reflect the intent of the Special Conditions herein (if any) and the cost of such Lease shall be borne by the Lessee.
The Applicant acknowledges and consents to their information being used to complete reference checks from their provided contacts in addition to a check with Tenancy Database, TICA.

Signature of Applicant/s

Date

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Print Name/s

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