



# New Tenant Application Form

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If there is insufficient space in any section to provide a full response, please attach extra pages.

## APPLICATION DETAILS

Address of Rental Premises applying for:

Proposed Rent Amount (ex GST):

Estimated Fit-Out Costs (ex GST):

## APPLICANT DETAILS

Business Name:

Type of Entity applying:

Registered Office address (if applicable):

## CONTACT PERSON DETAILS

Surname:

Given Name:

Address:

Suburb:

Postcode:

Phone:

Mobile:

Email Address

**1<sup>ST</sup> APPLICANT OR DIRECTOR'S DETAILS**

Title: Surname: Given Name:

Address:

Suburb: Postcode:

Phone: Mobile:

Email Address

Drivers Licence/Passport No: State:

**2<sup>ND</sup> APPLICANT OR DIRECTOR'S DETAILS**

Title: Surname: Given Name:

Address:

Suburb: Postcode:

Phone: Mobile:

Email Address

Drivers Licence/Passport No: State:

**Note:** Please attach a photocopy of your current drivers licence and/or passport. Documents must be certified in accordance with the Information memorandum. Where applicable, Company Directors will be by default be guarantors of the lease / licence should the application be successful.

## BUSINESS INFORMATION

Trading Name you will use:

**Note:** Attach a copy of the Certificate of Registration of Business Name and Company Registration Certificate (if applicable).

ABN for the business:

ACN for the business (if applicable):

Type of business:

**Note:** If it is a retail business, please select one of the Retail shop businesses in the Retail Lease Act.

Please provide full details of proposed usage and the products/services to be sold:

**Note:** It is important that you provide sufficient details to allow proper consideration. For retail premises, the tenancy mix and the products offered will be closely monitored.

Do you have any special requirements for the business (regarding fit-out and/or services)?

What is your expected timeframe for occupation and trading?

**Note:** You need to allow reasonable time for any council approval and TAFE approval of fit-out plans. For retail premises please refer to TAFE NSW's tenancy fit-out guide for retail premises.

Will you occupy and manage the business yourself, or will someone run the business for you?

Will you have other staff working at the premises? How many?

Full-time

Part-time

Casual

How do you intend to promote and advertise your business to improve sales? Do you have a business plan?

## EVIDENCE OF EXPERIENCE

**Note:** You need to provide sufficient information to show that you have reasonable experience, knowledge and skill to successfully operate the proposed type of business.

What operating experience do you have in a similar type of business? Please provide details (e.g. type of business, trading name, number of years trading) etc:

Please provide details of your business experience:

Do you have any other businesses or stores? If YES, indicate type of business and location:	Yes	No
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Have you ever leased a property from TAFE NSW before? If YES, please provide details):	Yes	No
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Has any legal action been taken against you, or your co-applicants, for default under any credit contract within the last 5 years?	Yes	No
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Have you, or your co-applicants, ever had a judgement entered or a conviction recorded against you, been bankrupt, insolvent, assigned your estate for the benefit of creditors or entered into a scheme of arrangement with any creditor? If YES, please provide details:	Yes	No
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Disclosures — Please provide us with information regarding any past or current convictions under Australian Law:

## LANDLORD/TRADE REFERENCES

**Note:** Please enclose written references with your application.

Name of Contact 1:

Address:

State:

Phone:

Company Name:

Name of Contact 2:

Address:

State:

Phone:

Company Name:

Name of Contact 3:

Address:

State:

Phone:

Company Name:

## BANK DETAILS

Institution Name:

BSB:

Account No:

Address:

State:

Contact Person:

Phone:



## ASSETS & LIABILITY SCHEDULE

<b>ASSETS</b>	<b>\$</b>	<b>\$</b>	<b>LIABILITIES</b>	<b>\$</b>	<b>\$</b>
	App 1	App 2		App 1	App 2
Cash in Bank			Bank Over Draft		
Debtors			Creditors		
Other			Other		
<b>TOTAL</b>			<b>TOTAL</b>		
<b>REAL ESTATE</b>			<b>MORTGAGES</b>		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
<b>VEHICLES</b>			<b>VEHICLES</b>		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
Other Assets			Other - Loans		
Shares					
Other Assets					
Furniture					
<b>TOTAL ASSETS</b>			<b>TOTAL LIABILITIES</b>		
			<b>NET WORTH</b>		
<b>Combined GROSS</b>	<b>WORTH</b>		<b>Combined NET</b>	<b>WORTH</b>	

I/we hereby certify that the above statement is true and correct and that all of the Assets and Liabilities listed above are owned personally by me/us.

**1<sup>ST</sup> APPLICANT**

Name:

Signature

Date:

**2<sup>ND</sup> APPLICANT**

Name:

Signature

Date:



**DISCLAIMER**

The completion and submission of this application is no assurance that your application will be accepted. TAFE NSW will not be required to provide you with any reason if this application is not accepted. This application does not signify any contractual obligation on either party in respect of the proposed lease/licence.

**DECLARATION**

I/We declare that the information provided in this application is true and correct and that all reasonable information and details have or will be provided to allow the application to be considered.

In completing, signing and submitting this application I/we allow CI Australia to conduct a credit check for the purpose of leasing a tenancy.

I/we have read and understood the following documents:

- Information memorandum and Information Pack including Lessor Disclosure Statement
- Standard Lease / License Agreement

**1<sup>ST</sup> APPLICANT OR DIRECTOR**

Name: Signature

Date:

**1<sup>ST</sup> APPLICANT OR DIRECTOR**

Name: Signature

Date:

**BEFORE YOU SUBMIT THIS APPLICATION, YOU MUST CHECK THAT YOU HAVE:**

Completed and signed the application form, including the Assets and Liability Schedule

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Provided a copy of the Certificate of Registration of Business Name and a copy of the Company Registration Certificate (if applicable)

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- Provided the latest Profit & Loss Statement & Balance sheet for your business, or completed the Financial Schedule within the application form. In either case the document(s) must be certified by a Certified Practising Accountant (CPA) with supporting information such as bank statements etc.
  - If applicable, provided a copy of the Audit Certificate
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Provided a photocopy of either your Drivers Licence and/or Passport. In either case the document must be certified in accordance with the Information Memorandum. (This applies to all directors of the company, if applicable.)

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Provided written references

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Provided copies of last year's Income Tax Return(s)

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Provided copies of utility account statements

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**Note:** All supporting information must be included, such as bank statement(s), mortgage statements, etc. This applies to all applicants, and if applicable, for both the company and director(s).

**Quality of supporting information will determine the chances of your application being approved.**