

# Commercial Tenancy Application

For your application to be processed you must answer all questions (including the attached pages)

**Walker & Keipert**

163 Grand Junction Rd  
OTTOWAY SA 5013

Phone: (08) 8444 2304 Fax (08) 8341 2434

email: brucewalker@wkre.com.au



What is the address of the property you would like to rent?

What are you intending to lease the premises for?

Lease commencement date?

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Lease Term?

|                      |                      |
|----------------------|----------------------|
| Years                | Months               |
| <input type="text"/> | <input type="text"/> |

### APPLICANT 1

1. Please give us your details

Mr  Ms  Miss  Mrs  Dr  Other

Given name/s  Surname

Date of Birth  Car registration no. & State

Drivers licence/Passport no.  Licence state/ Passport country  Expiry Date

Company Name  ABN

Home phone no.  Mobile phone no.

Work phone no.  Email address

What is your current address?

### APPLICANT 2

1. Please give us your details

Mr  Ms  Miss  Mrs  Dr  Other

Given name/s  Surname

Date of Birth  Car registration no. & State

Drivers licence/Passport no.  Licence state/ Passport country  Expiry Date

Company Name  ABN

Home phone no.  Mobile phone no.

Work phone no.  Email address

What is your current address?

### UTILITY CONNECTION- This is a FREE service that connects all your utilities



Once we have received this application we will call you to confirm your details.

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required:  Electricity  Gas  Phone  Internet  Insurance  Removals  Cleaning

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature of applicant \_\_\_\_\_

Date...../...../.....

Application sent to Direct Connect (if required)

Property Manager: Bruce Walker  
Mobile: 0410 433 398

Electricity meter number if known \_\_\_\_\_

**APPLICANT 1**

**SECTION A**

2. How long have you operated your current business?

Years  Months  New Business (Tick)

Please tell us about this rented property  
Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

Why are you leaving this address?

3. What was your previous business address?

Please give us further information about this rented property  
Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

How long did you operate at this address?  
 Years  Months

Why did you leave this address?

**SECTION B**

4. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name  Phone no.

Length of employment  Years  Months Weekly income  \$

5. Next of kin details (not residing with you)

Surname  Given name/s

Home no.  Work/mobile

Relationship to you

6. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname  Given name/s

Home no.  Work/mobile

2. Surname  Given name/s

Home no.  Work/mobile

**APPLICANT 2**

**SECTION A**

2. How long have you lived at your current business?

Years  Months  New Business (Tick)

Please tell us about this rented property  
Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

Why are you leaving this address?

3. What was your previous business address?

Please give us further information about this rented property  
Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

How long did you operate at this address?  
 Years  Months

Why did you leave this address?

**SECTION B**

4. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name  Phone no.

Length of employment  Years  Months Weekly income  \$

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Relationship to you

6. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname  Given name/s

Home no.  Work/mobile

2. Surname  Given name/s

Home no.  Work/mobile

**7. Additional names of individuals applying for the premises (where more than two business partners exist)**

| Name | Date of Birth | Contact number | Drivers Licence number | Drivers Licence State |
|------|---------------|----------------|------------------------|-----------------------|
| 1.   |               |                |                        |                       |
| 2.   |               |                |                        |                       |

**8. What are your Financial Circumstances in terms of your capacity to pay the rent?**

|  |
|--|
|  |
|  |
|  |

**9. Accountant details for each applicant/business partner**

| Applicant's name | Accountant's name | Office phone number | Mobile |
|------------------|-------------------|---------------------|--------|
| 1.               |                   |                     |        |
| 2.               |                   |                     |        |
| 3.               |                   |                     |        |
| 4.               |                   |                     |        |

**10. What changes/alterations do you intend to do to the premises?**

|  |
|--|
|  |
|  |
|  |

**11. Payment details**

Please indicate how you propose to pay your bond:

Own funds  Borrowed funds

Please indicate how you propose to pay your initial rent:

Own funds  Borrowed funds

Property rental

\$  Per week OR \$  per month

First payment of rent two weeks in advance

\$

Rental bond 4 / (6 weeks if rent more than \$250 per week)

\$

Sub total (payable before possession of property)

\$

**Payment Method:**

Direct or Internet Banking

Bpay

Cheque or Money Order

**DECLARATION**

The applicant acknowledges:

- that the landlords insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
- that the terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
- that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
- That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per SA Water calculations. Costs to be calculated on a daily basis.**
- Please Note: Our tenancy agreements contain a special clause stating: NO SMOKING INSIDE THE PREMISES**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- |  |  |
|--|--|
| (a) communicate with the owner and select a tenant               | (e) refer to Tribunals/Courts & Statutory Authorities (where applicable) |
| (b) prepare lease/tenancy documents                              | (f) refer to collection agents/lawyers (where applicable)                |
| (c) allow tradespeople or equivalent organisations to contact me | (g) complete a credit check with NTD (National Tenancies Database)       |
| (d) lodge/claim/transfer to/from a Bond Authority                |  |

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature of applicant 1 \_\_\_\_\_ Date...../...../..... Signature of applicant 2 \_\_\_\_\_ Date...../...../.....

Property Manager name: **Bruce Walker** Mobile: 0410 433 398