

# COMMERCIAL LEASE APPLICATION

**Please read the following information carefully before proceeding with your application**

Please complete each section of this application form and return to our office via any of the below methods. Please address your application to Bronson Shelton of the Sales & Leasing Department.

**Email** bshelton@alexrobertson.com.au  
**Deliver/ Post** Level 3, 100 Collins Street, Melbourne VIC 3000

Upon signing of the Lease Document & Disclosure Statement (if applicable), the successful applicant will be expected to attend to:

- Provision of Unconditional Bank Guarantee (*nil expiry date - equivalent to six (6) months' rental + GST*)
- Payment of initial deposit upon signing of this document (*equivalent to two (2) months' rental + GST*)

Alexander Robertson Bank Account Details:

**Account Name** Alexander Robertson Rental Trust Account  
**Bank** Macquarie Bank  
**BSB** 183 334  
**Account Number** 2668 84337

*\* Please reference rental property address in the description*

## Address of Premises under Application

Postcode

## Applicant Contact Details

You are required to supply your name and an address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer. If you are applying on behalf of another person, please complete this section with your contact details.

**Title (Mrs. Mr. etc.)** ..... **Given Name/s** ..... **Family Name** .....

**Phone (Office)** ..... **Phone (Mobile)** .....

**Email Address (Office)** ..... **Email Address (Personal)** .....

**Lessee Entity name** (*The Lease will be in the name of the Lessee Entity*)

**ACN / ABN** .....

**Trading As** ..... **Website URL** .....

**Current Registered Address of the Lessee Entity**

Postcode

**Directors of the Lessee Entity**

Title	Given Name/s	Family Name	Email Address
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

## Previous Trade Experience

### Details of Previous Trading Experience

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.....  
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### Other Business Experience

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.....  
.....

## Referees

	First & Last Name	Company Name	Phone Number
Trade Ref 1	.....	.....	.....
Trade Ref 2	.....	.....	.....
Landlord 1	.....	.....	.....
Landlord 2	.....	.....	.....

## Details of Offer

Please outline the details of your proposed offer below:

Use of Premises .....	Lease Commencement Date .....
Lease Term .....	Options .....
Annual Rental .....	Rent Review Method .....
Security Deposit .....	Proposed Fit-Out .....

### Other

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In accordance with the Retail Leases Act 2003, we are required by law to identify if your company is excluded from the Act, therefore please refer to notes below to assist you to clarify if your company is excluded as a retail tenant under the Retail Leases Act 2003.

The *Retail Leases Act 2003* does not apply to all premises or businesses. Retail leases legislation applies to premises, or part of premises that are used wholly or predominantly for the sale or hire of goods by retail or the retail provision of services, and where the occupancy cost is less than \$1 million per year. The occupancy cost of retail premises is the combined cost of rent and outgoings.

The *Retail Leases Act 2003* applies to tenancies that are let to businesses that are primarily involved in the retail supply of goods and services. These include premises such as the shops and premises for consumer, business and trade services or hire of goods. Examples of these include estate agents, doctors and automotive repairs. In developing the *Retail Leases Act*, there was no policy intention to apply its provisions generally to industrial property.

Does the Retail Leases Act 2003 apply to the proposed lease?

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## TENANT PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, from 21 December 2001, all real estate agents 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 real estate agents. Please take the time to read this Privacy Statement carefully, and once completed, return it to this office with your tenancy application.

## Alexander Robertson Contact Details

As professional real estate agents, Alexander Robertson & Co. Pty. Ltd. collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

**Telephone Number:** (03) 9657 8000  
**Facsimile Number:** (03) 9654 1205  
**Email Address:** salesleasing@alexrobertson.com.au  
**In Person:** Level 3 - 100 Collins Street, Melbourne  
**Website:** www.alexanderrobertson.com.au

## Collection of Personal Information

### Primary Purpose

As professional real estate agents, we collect your personal information to assess the risk in providing you with the Lease/ tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with the Lease/ tenancy of the premises.

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

- The Landlord
- The Landlord's legal representative
- The Landlord's mortgagee
- Referees you have nominated
- Organisations/ trades people required to carry out maintenance works to the premises
- Rental Bond Authorities
- Collection Agents
- National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) ("ntd")
- Other real estate agents and Landlords

### Secondary Purpose

We also collect your information to:

Enable us, or the Landlord's legal representative to prepare the Lease/ tenancy documents for the premises

**Tick each box if you consent to the use and disclosure**

Allow organisations/ trades people to contact you in relation to maintenance matters relating to the premises

If your personal information is not provided to us, 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 duties as professional real estate agents. Consequently, we then can **not** provide you with the Lease/ tenancy of the premises.

Pay/ release rental bonds to/ from Rental Bond Authorities (where applicable)

Refer to Tribunals, Courts and Statutory Authorities (where necessary)

Refer to Collection Agents/ Lawyers (where default / enforcement action is required)

**Signed Acceptance**

**Date**

Provide confirmation details for organisations contacting us on your behalf (i.e banks, utilities - Gas, Electricity, Water, Telephone)

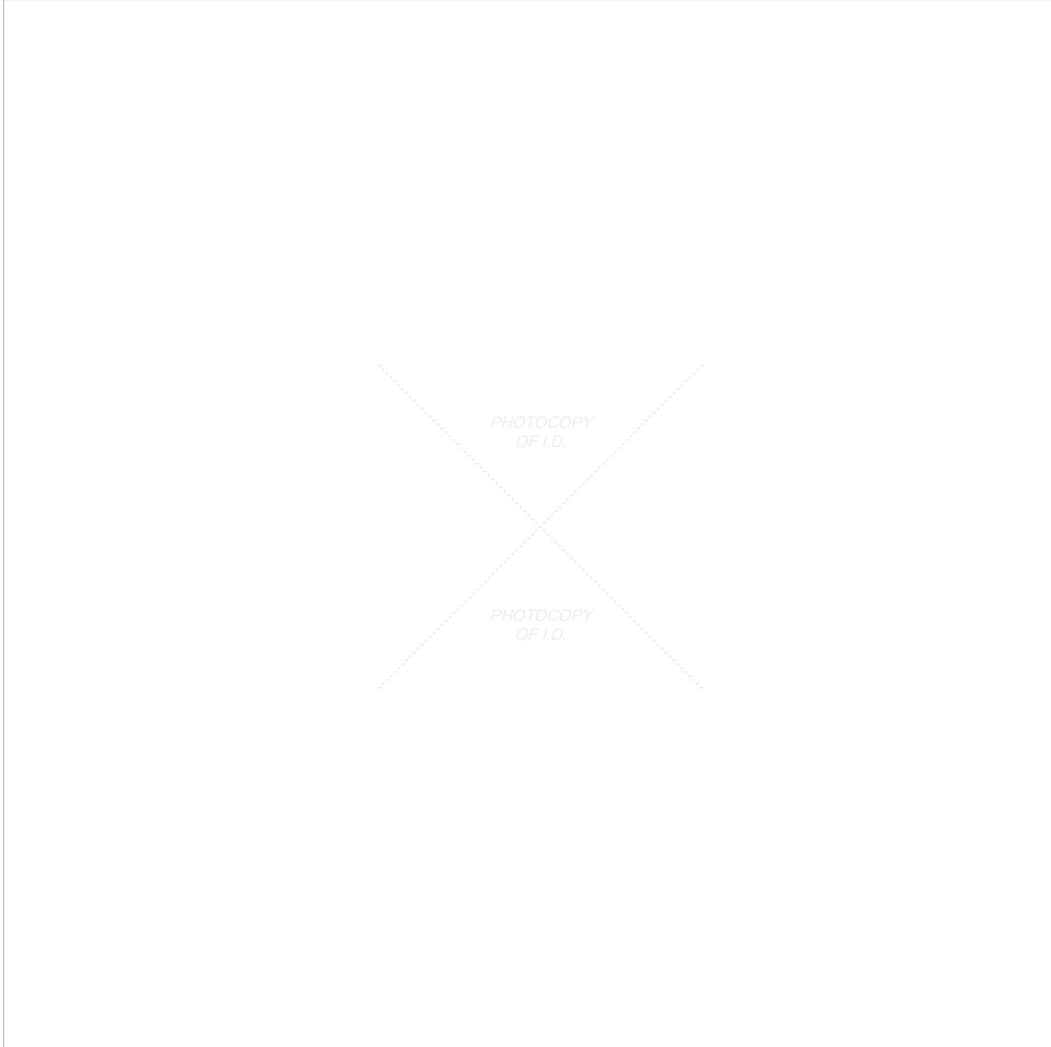
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## Identification Details

Check the box to confirm Australian identification type (copy to be attached)

Australian Drivers' Licence .....	<input type="checkbox"/>	Identification Number .....
Passport .....	<input type="checkbox"/>	Full Name as per ID .....
Other (Please Describe) .....	<input type="checkbox"/>	Date of Issue .....
		Date of Expiry .....
		State/ Place of Issue .....

**Please upload or photocopy your Identification within this box:**



### Instructions for Upload:

1. Click the above area
2. Select filetype from RHS of the pop-up window (i.e. JPG, PNG for image)
3. Navigate to the image file saved on your computer and double-click to select it