

ADDRESS OF PROPERTY: _____

MR/MRS/MS/MISS: _____

FIRST NAME: _____ SURNAME: _____

CURRENT ADDRESS: _____

DATE OF BIRTH: _____

CONTACT NO :(Work) _____ CONTACT NO:(Home) _____

MOBILE: _____ EMAIL ADDRESS: _____

LICENCE /PASSPORT NO: _____ STATE/COUNTRY OF ISSUE: _____

(ID: A COPY OF YOUR LICENCE OR OTHER PHOTO ID IS REQUIRED)

TENANCY PROCESS PROCEDURE:-

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out all the required details on the application and ensure your completed application is returned to the office as quickly as possible.

UNSUCCESSFUL APPLICATIONS: - Should your application be unsuccessful you will be advised.

SUCCESSFUL APPLICATIONS:- Should your application be successful you will be notified by phone and requested to confirm your tenancy. Prior to your commencement date all tenants must sign the tenancy agreement and pay the first month's rental (please allow 30 mins for this appointment) The Property Manager will supply you with these amounts at the confirmation of your tenancy. Keys will be handed out when all parties have signed the tenancy agreement, Bond Lodgment form, and all monies have been paid and the tenancy has commenced.

Signing of the tenancy agreements and the payments of the first month's rent can be undertaken at out office (as instructed by your Property Manager). All future payments must be made using the DEFT payment system, Internet, Bpay or Telephone banking.

I confirm that:

1. I have read and understood the Privacy Statement that Nelson Alexander Pty Ltd has made available to me.
2. All client details completed by me are true and correct.

Signed by Applicant: Print Name: _____

BUSINESS RENTAL INFORMATION:

CURRENT ADDRESS: _____ PERIOD THERE: _____

LANDLORD/AGENT: _____ PHONE NO: _____ WEEKLY RENT: _____

REASON FOR LEAVING: _____

PREVIOUS ADDRESS: _____ PERIOD THERE: _____

LANDLORD/AGENT: _____ PHONE NO: _____ WEEKLY RENT: _____

EMPLOYMENT:

OCCUPATION: _____ NAME OF COMPANY : _____

EMPLOYER/CONTACT NAME: _____ PHONE NO: _____

CURRENT INCOME: \$ _____ week (after tax) PERIOD OF EMPLOYMENT: _____ months/years

PREVIOUS EMPLOYER/COMPANY: _____ OCCUPATION: _____

CONTACT NAME: _____ PHONE NO: _____ PERIOD OF EMPLOYMENT : _____

BUSINESS REFERENCES: (Name, address and phone number)

1. _____
2. _____
3. _____

CREDIT HISTORY

CREDITOR: _____ LOAN AMOUNT : _____

LOAN PERIOD: _____

CREDITOR: _____ LOAN AMOUNT : _____

LOAN PERIOD: _____

COMPANY DETAILS

FULL REGISTERED NAME OF COMPANY, ACN AND ABN: _____

REGISTERED ADDRESS OF COMPANY: _____

PRINCIPAL TRADING ADDRESS OF COMPANY: _____

NATURE OF BUSINESS CONDUCTED BY APPLICANT: _____

SOLICITORS DETAILS: _____

DIRECTORS/GUARANTORS: _____

OFFER DETAILS

ADDRESS: _____

RENT (pa): _____ TERM: _____

RENT REVIEWS: _____ FURTHER TERMS: _____

SECURITY DEPOSIT / BANK GUARANTEE: _____

OUTGOINGS TO BE PAID: _____

COMMENCEMENT DATE: _____

PERMITTED USE: _____

PROPOSED WORKS: _____

OTHER: _____

Upon acceptance please note that one month's rent and bond is payable immediately. Amounts are payable by bank cheque only. Please note that the above information provided, and references, will be confirmed by Nelson Alexander Pty Ltd.

Applicants are encouraged to seek legal advice prior to signing any legally binding document.

1. The Agent/Lessor does not warrant that the Lessee will be able to use the premises as they require. All prospective Lessees' should confirm with the relevant authorities that the zoning and condition of the property will allow for the carrying on of the Lessee's particular business. The onus and cost of obtaining any necessary permit rest with the Lessee.

2. Rental is payable calendar monthly in advance to the Agent or Lessor (as nominated).
3. All individuals named as applicants must personally guarantee the performance of the Lease. If applying for the property in the name of a company, at least two directors must provide personal guarantees.
4. It is the Lessee's responsibility to pay for the preparation costs of the Lease. However, if this Lease is subject to the conditions of the Retail Leases Act (2003) in the Lessee and Lessor pay their own legal fees. Stamp duty is always paid by the Lessee.
5. Please satisfy yourselves that the terms and conditions contained in this offer represent your entire offer as you wish to make it. If there are any other terms you wish to add, amend or clarify, please contact the Agent prior to signing this offer. This is legally binding document.
6. Any other terms whether discussed verbally, in writing or implied (either expressly or otherwise) with the Agent must be formalised in this offer or shall be considered immaterial. No claims relating to terms not included in this offer will be recognised.
7. The keys may be handed to the tenant once the following conditions have been fulfilled.
 - * The Lease has been signed by both the Lessee and the Lessor.
 - * The first month's rental and bond have been paid.
 - * All outgoings pertaining to the new tenancy have been brought to account and paid.
 - * The stamp duty has been paid in full.
8. The Agent/Lessor is not liable for any innocent misrepresentation of the property, rental or the outgoings.
9. A business plan prepared or endorsed by a qualified financial advisor may be required to submit with this offer at least seven days prior to the commencement of the lease.

I have read and agree to be bound by this offer and the above terms and conditions.

Additional comments to be taken into account.

I have read and understand the terms and conditions.

APPLICANT: _____ DATE: _____

APPLICANT: _____ DATE: _____

APPLICANT: _____ DATE: _____

TENANCY DISCLOSURE STATEMENT

The information on this form is being collected by Nelson Alexander. It is a condition of application for tenancy that you consent to the collection and use of your personal information by Nelson Alexander. We require this information so that we may consider your application to tenant/lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including Landlords, Landlords Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Nelson Alexander. It is your responsibility to ensure information you provide to us is correct at all times.

Nelson Alexander Pty Ltd full privacy policy can be viewed at nelsonalexander.com.au