



NOTICE TO ALL TENANCY APPLICANTS

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification and information pertaining to yourself and your business from the list provided below. Should you have difficulties in providing this identification please advise us prior to completing.

DRIVERS LICENCE, PASSPORT or PROOF OF AGE CARD

BIRTH CERTIFICATE.

TENANCY HISTORY LEDGER

PREVIOUS TENANCY AGREEMENT

PROFIT & LOSS STATEMENT FOR THE LAST FINANCIAL YEAR

PROFIT & LOSS STATEMENT FOR PREVIOUS 3 MONTHS

BUSINESS BANK STATEMENT OR PERSONAL BANK STATEMENT SHOWING INCOME

THREE (3) MOST RECENT PAY SLIPS

MOTOR VEHICLE REGISTRATION

TELEPHONE ACCOUNT

ELECTRICITY ACCOUNT

COUNCIL RATES

WATER RATES

BUSINESS REGISTRATION CERTIFICATE



Studio 4, Shops 10-11
38 Exchange Parade, Narellan NSW 2567
Phone (02) 4647 9455 Fax: (02) 4647 5133 Email:
admin@combinedcommercial.com.au

COMMERCIAL TENANCY APPLICATION FORM

PROPERTY: DATE:

FULL NAME OF PROPOSED TENANT:

IF THE PROPOSED TENANT IS A COMPANY:

A.C.N.: A.B.N: GST REGISTERED: YES/NO

REGISTERED BUSINESS ADDRESS:

.....

DETAILS AS TO DIRECTORS:

Individual 1. Full Name:

Private Address:

Phone: Mobile:

E-mail Address:

Date of Birth: Drivers Licence No.:

Individual 2. Full Name:

Private Address:

Phone: Mobile:

E-mail Address:

Date of Birth: Drivers Licence No.:

IF THE PROPOSED TENANT IS NOT A COMPANY:

Individual 1. Full Name:

Private Address:

Phone: Mobile:

E-mail Address:

Date of Birth: Drivers Licence No.:

TRADE REFERENCES: This relates to any business accounts you have with a supplier or contractor

1. Phone: Fax:

2. Phone: Fax:

3. Phone: Fax:

RENTAL HISTORY:

(Should you own your property, please provide us with a copy of your Council or Water rates)

Residential Address:

Current Agent/Landlord:..... Contact Number:

Rent: \$.....PER ANNUM Lease Term:

Rent paid on time / Some minor arrears/ Major arrears

Business Address:

Current Agent/Landlord:..... Contact Number:

Rent: \$.....PER ANNUM Lease Term:

Rent paid on time / Some minor arrears/ Major arrears

EMERGENCY CONTACT DETAILS:

Contact Name:..... Contact Number/s: Mobile:.....

Contact Number/s: Home:..... Relationship to you:

Contact Name:..... Contact Number/s: Mobile:.....

Contact Number/s: Home:..... Relationship to you:

FINANCIALS:

Please provide our office with the below to support your application

- Profit & loss statement for the last financial year
- Profit & loss statement for previous 3 months
- Business bank statement or personal bank statement showing income



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Privacy Act Acknowledgement Form

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: Combined Commercial Pty Ltd
Address: Studio 4, Shops 10-11, 38 Exchange Parade, Narellan NSW 2567 Ph: 02 4647 9455
Fax: 02 4647 5133
Email: admin@combinedcommercial.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Please note:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Landlord / Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents for a tenancy reference or personal reference to assess the risk to our clients.

We may also take into account any information that is disclosed to us by NTD (refer to below) relating to attempts by Debt Collection Agencies and related person to contact or locate you.

Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies and related persons to permit them to contact or locate you.
- National Tenancy Database to record details of your tenancy history.
- Landlords / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.



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Primary Purpose

National Tenancy Database (NTD)

If you have any questions relating to this service or information held by the National Tenancy Database you should contact them directly on 1300 563 826.

Declaration

By signing this application. I/we give consent to Veda Connect to make contact by phone, email or SMS for the purpose of arranging connections and disconnections of approved utility services. I/we authorise Veda Connect to contact us via these means even if the telephone numbers supplied are listed on the Do Not Call Register. I/we understand that Veda Connect may also send related emails promoting other services provided by Veda Connect.

I/we acknowledge that all information supplied in the application is true and correct to the best of my/our knowledge and that we have not falsely represented our identity in any manner.

I/we understand that Veda Connect will ensure any personal information is collected, stored and transferred in accordance with the Privacy Act 1989.

I/we authorise Veda Connect to supply collected information to nominated supplier and/or potential suppliers for the connections and disconnection of nominated utilities.

I/we understand that in the course of connecting utilities, Veda Connect may need to obtain an NMI (National Meter Identifier) for electrical points or MIRM (Meter Installation Register Number) for Natural Gas Connections. I/we authorise Veda Connect to collect these identifiers and consent to those numbers being supplied to utility providers.

I/we acknowledge that whilst Veda Connect is a free service I/we are solely responsible for any and all amounts payable in relation to deposits, connections/disconnections or ongoing supply of the connected services.

I/we acknowledge that Veda Connect to the extent permitted by law, shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us as a result of the provision of any service. Nor shall Veda Connect be liable for any act by any utility provider.

I/we acknowledge that the nominated real estate entity along with Veda Connect may receive a benefit from suppliers for the provision of connections.

PRINTED NAME: _____

DATE: ____/____/____

SIGNED: _____

PRINTED NAME: _____

DATE: ____/____/____

SIGNED: _____

PRINTED NAME: _____

DATE: ____/____/____

SIGNED: _____



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STATEMENT OF ASSETS AND LIABILITIES

ASSETS

Item	Detail	Value
Property #1	Address	\$
Property #2	Address	\$
Property #3	Address	\$
Furniture & Household Effects		\$
Vehicle #1	Make Model	\$
Vehicle #2	Make Model	\$
Plant & Machinery		\$
Stock in Trade		\$
Bank Savings Account		\$
Bank Trading Account		\$
Cash on Hand		\$
Govt. Bonds		\$
Bad debts		\$
Shares, Debentures etc.		\$
Other Assets (in detail)		\$
	TOTAL ASSETS	\$

LIABILITIES

Item	Detail	Value
Mortgage on Property #1	Address	\$
Mortgage on Property #2	Address	\$
Mortgage on Property #3	Address	\$
Credit Card Commitments:	Bank	\$
	Bank	\$
Hire Purchase / Lease		\$
Overdraft	Bank	\$
Trade Creditors		\$
Accounts Payable		\$
Taxation Due / /		\$
Other Liabilities (in detail)		\$
	TOTAL LIABILITIES	\$
	SURPLUS	\$