

Rent Buy Real Estate Auburn  
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## **Information to be supplied with application for Commercial Tenancy**

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Please be advised that applications will not be accepted or processed until each applicant for the property achieves a minimum of 100 identification points

Drivers License	40 points
Passport	40 points
Copy of Birth Certificate	30 points
Other cards, ie: Medicare, bank cards	10 points
Bank statement	10 points

The following must also be lodged with the applications:

- Assets and liabilities
- Bank reference
- Citizenship or Permanent Residence status

**Rent Buy Real Estate Application for a Commercial Lease**

<b>Address of premises applied for:</b>		
<b>Applicants full name:</b>	<b>ACN/ABN:</b>	
<b>Current Address:</b>		
<b>Contact Person:</b>	<b>Driving License:</b>	<b>Mobile:</b>
<b>Date of Birth:</b>	<b>Business No:</b>	<b>Home No:</b>
<b>Name of Business:</b>		
<b>No. of Employee/s:</b>		
<b>Trading Hours:</b>		
<b>Past Business Records:</b>		
<b>Business reference:</b>		
<b>Personal reference:</b>		
<b>Credit reference:</b>		
<b>Bank reference:</b>		
<b>Reservation of Properties:</b> <ol style="list-style-type: none"> <li>a. Once heads of Agreement are signed the Lessee is required to provide a holding deposit equivalent to one (1) month rent inc GST made payable to Rent Buy Real Estate. These funds are to be held in Trust Account pending the finalization of the matter</li> <li>b. Should the owner accept this application the reservation fee will be credited towards the rent. However, should the application be rejected, the owner will refund the deposit</li> <li>c. In the event that the Lessee withdraws from the negotiations, and does not execute a formal lease document the applicant will forfeit the deposit which will be used to pay all reasonable legal &amp; Agent administrative cost</li> <li>d. The applicant agrees to execute the Lease prepared by the Landlords solicitors/landlords agent without delay</li> </ol>		

**Terms:**

1. Lease Term (years) \_\_\_\_\_
2. Monthly Rent (including GST) \_\_\_\_\_
3. Outgoings to be paid by the Tenant: Yes/No \_\_\_\_\_
4. Commencement: \_\_\_\_\_
5. Rent free period: \_\_\_\_\_
6. Option: \_\_\_\_\_
7. Rent increase annually as per CPI or fixed rate (%): \_\_\_\_\_
8. Market review for option
9. The applicant will be responsible to pay for the costs in preparation of the lease
10. The Lease is conditional upon Council's approval
11. a. The lessee is required to provide an unconditional and irrevocable Bank Guarantee or bank cheque to the value of three (3) months gross rental  
b. The Bank Guarantee must remain in place and must not contain an expiry date  
c. The Lessor requires full financial details from the Lessee entity that is entering the lease
12. a. Subject to the Lessor's approval the Lessee will have the right to assign/sub lease the premises to a responsible party capable of fulfilling the Lessee's obligations under the lease  
b. The Assignee must be of equal to or greater than the covenant of the lessee  
c. In the event that the lessee decides to assign/sublease the lease, then an administration fee will charged to the le
13. If the lease is not signed by the lease commencement date then the Lessee is required to pay each month's rent as it falls due to give the Lessor the comfort that they intend to proceed. If any of that rent is not forthcoming, then the Lessor may assume that the Lessee does not intend to proceed with the Lease. Without limiting its other remedies, the Lessor may then take any outstanding rent out of the deposit and seek an alternative tenant.
14. Deposit Taken (yes/no) \_\_\_\_\_

**The Applicant declares that:**

The information given in this application is true and correct for the owner to rely on for entering into Leasing Agreement

1. The applicant is not bankrupt or insolvent
2. The premises have been inspected and the reservation fee will be paid upon signing of this application

Applicant: \_\_\_\_\_

Agent: \_\_\_\_\_

Date: \_\_\_\_\_