



Keith Williams Estate Agency Pty Ltd - ABN: 24 004 451 174

Licensed Estate Agents \* Auctioneers \* Property Managers

## COMMERCIAL/INDUSTRIAL APPLICATION FORM

37-39 Franklin Street, Traralgon Vic 3844

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Website: [www.keithwilliams.com.au](http://www.keithwilliams.com.au)

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Property Address: \_\_\_\_\_

Company Registered Name: \_\_\_\_\_

Company Registered Address: \_\_\_\_\_

### LANDLORD DETAILS

Name / Director: \_\_\_\_\_

Address: \_\_\_\_\_

ABN: \_\_\_\_\_

Solicitor: Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Ph) \_\_\_\_\_ (Fax) \_\_\_\_\_

**APPLICANT DETAILS**

1. Name/Director

Mr Mrs Ms Miss \_\_\_\_\_  
First Name Middle Name Surname

Residential Address \_\_\_\_\_

Postal Address (if different to above) \_\_\_\_\_

Phone: (AH) \_\_\_\_\_ (BH) \_\_\_\_\_ (Mob) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers License # \_\_\_\_\_ Expiry \_\_\_\_\_ State \_\_\_\_\_

Next of Kin other than spouse \_\_\_\_\_ Phone \_\_\_\_\_

Mobile \_\_\_\_\_

2. Name/Director

Mr Mrs Ms Miss \_\_\_\_\_  
First Name Middle Name Surname

Residential Address \_\_\_\_\_

Postal Address (if different to above) \_\_\_\_\_

Phone: (AH) \_\_\_\_\_ (BH) \_\_\_\_\_ (Mob) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Drivers License # \_\_\_\_\_ Expiry \_\_\_\_\_ State \_\_\_\_\_

Next of Kin other than spouse \_\_\_\_\_ Phone \_\_\_\_\_

Mobile \_\_\_\_\_

**REFERENCES****Please Note:** 2 previous rental references are required. If you are not able to supply at least 2 rental references then two **Business** references will suffice.

1. Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address of Previous Rental \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ weekly / per annum / per calendar month

2. Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address of Previous Rental \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ weekly / per annum / per calendar month

**Please Note:** This application is subject to the Landlord's approval

**TENANT PRIVACY STATEMENT**

Due to recent changes in the Privacy laws, from 21<sup>st</sup> December, 2001, all real estate agencies 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 property managers. Please take the time to read this Privacy Statement carefully, and once completed, return to this office with your tenancy application.

As professional property managers, Keith Williams Estate Agency Pty Ltd collects personal information about you. To ascertain what personal information we have about you, you can contact us via phone, facsimile, email or in person, please find contact details on the front page of this application form.

As professional property managers, 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 following:

The landlord, the landlords solicitors, the Landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, Tenancy Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water, banks – for rental payment facilities and financial records, employers – for reference purposes.

If your application is successful you will be notified and Lease Preparation instructions will be forwarded to the Landlords solicitor for the preparation of the necessary Lease documentation. Upon Keith Williams Estate Agency Pty Ltd receiving these documents we will forward you a Disclosure Statement along with a copy of the Draft Lease, Information Brochure and Tax Invoice for the first months rental. Then 7 days after we will forward you the Lease documents for signing.

One months rental is required on or before the commencement date of the Lease and we will issue you with a valid Tax Invoice for same prior the commencement of the Lease. On approximately the 15<sup>th</sup> of each month Keith Williams Estate Agency Pty Ltd will forward you a monthly Tax Invoice for payment of the rental in advance.

**Signed by**

**Applicant** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Witness** \_\_\_\_\_

**TENANT OFFERS**

Rent: \$ \_\_\_\_\_ per week / per calendar month / per annum

Outgoings payable by tenant

- City Rates & Charges \$
- Water Rates & Charges \$
- Building Insurance \$
- Plate Glass Insurance \$
- Landlord Public Risk Insurance \$
- Air Conditioning maintenance \$
- Body Corporate Fees \$
- Fire Services Maintenance \$
- Tenant to effect own Public Risk & Contents Insurance
- Others (specify) \_\_\_\_\_

Outgoings Payable by Landlord \_\_\_\_\_

Rent Reviews: Annually / Conclusion of Term / other (specify) \_\_\_\_\_

Reviews by CPI / Market / \_\_\_\_\_% fixed increase / other (specify) \_\_\_\_\_

Term of Lease \_\_\_\_\_ Month(s) / Year (s)

Rent Review at End of Term CPI / Market / \_\_\_\_\_% fixed increase / other (specify) \_\_\_\_\_

Landlords Installations \_\_\_\_\_

Additional Provisions \_\_\_\_\_

**Commencement Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Options Yes / No Details: \_\_\_\_\_

Permitted Use \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# OFFICE USE ONLY

## REFERENCE CHECKS

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

Reference Name \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Reference Name \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_