



APPLICATION TO LEASE COMMERCIAL/RETAIL PREMISES

Property: _____

Applicant: _____

T/As: _____

Registered Address: _____

ABN: _____ Registered For GST: Yes/No

Ph: _____ Fax: _____ Mob: _____

Email: _____

Directors/Guarantors:

Name: _____

Address: _____

Phone: Bus: _____ A/H: _____ M: _____

Drivers Licence # _____ DOB: _____

Directors/Guarantors:

Name: _____

Address: _____

Phone: Bus: _____ A/H: _____ M: _____

Drivers Licence # _____ DOB: _____

Directors/Guarantors:

Name: _____

Address: _____

Phone: Bus: _____ A/H: _____ M: _____

Drivers Licence # _____ DOB: _____

Phone: 02 9629 4660
Mobile: 0490 366 402
Email: info@marcsproperty.com.au
www.marcsproperty.com.au
Suite: 2.00, 29-31 Lexington Drive,
Bella Vista NSW 2153



Tax File # _____

Proposed Use: _____

PLEASE NOTE: It is the responsibility of the applicant to gain any necessary approvals required ensuring that the proposed use for the premises complies with local council and any other relevant authority's regulations

Trade References:

Company Name: _____

Affiliation: _____

Contact Person: _____

Contact Number: _____

Company Name: _____

Affiliation: _____

Contact Person: _____

Contact Number: _____

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Contact Number: _____

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Address of current or last premises leased:

Managing Agent or Owner: _____

Ph: Bus: _____ M: _____

Length of Tenancy: _____

Monthly Rental: _____

Previous Rental History:

Address: _____

Managing Agent or Owner: _____

Ph: Bus: _____ M: _____

Length of Tenancy: _____

Monthly Rental: _____

Solicitor Details:

Firm: _____

Contact: _____

Address: _____

Ph: _____

Accountant Details:

Firm: _____

Contact: _____

Address: _____

Ph: _____

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Bank: _____
Branch: _____
Account Type: _____
Account Name: _____
BSB No: _____
Account No: _____

Applicant Signature/s: _____

Date: _____

**PRIVACY ACT 1988
COLLECTION NOTICE**

The Agent uses personal information collected from or about the Principal's agent to perform their obligations under this agreement. The Agent may also use such information collected to promote the services of the Agent and/or seek potential clients.

The Agent may disclose information to other parties include media organisations, on the Internet, to potential tenants and their advisers, or to clients of the Agents both existing and potential, as well as to tradespeople, owners corporations, government and statutory bodies, and third parties as required by law.

The Agent will only disclose information to other parties as required to perform their duties under this agreement, to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If the Principal would like to access this information, they can do so by contacting the Agent at the address and contact numbers contained in this agreement. The Principal can also correct this information if it is inaccurate, incomplete or out of date.

Real Estate and tax laws requires some of this information to be collected. If the information is not provided, the Agent may not be able to act on the Principal's behalf effectively or at all.

Applicant's Signature _____ Date: _____
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Property: _____

Applicant/s: _____

FURTHER CONDITIONS

1. The Lessee is required to effect Public Liability Insurance for a minimum of \$20 million.
2. Should the Lessors Solicitor be required to issue the lease then the applicant agrees to reimburse the Lessor for reasonable legal costs and expenses, except where the Lease is a RETAIL LEASE as defined under the Retail Act of NSW.
3. We understand that this Lease Application is subject to Lessor's approval and subject to the lease completion and vacant possession.

We acknowledge that this application is approved by the Lessor. We hereby authorise, without further notice to us, MARCS Property to instruct the Lessors Solicitor to prepare, at our cost, the necessary legal documentation, if required.

We acknowledge that no access to the above premises will be permitted until we have returned to MARCS Property, the duly executed lease documents by the Lessees and Guarantors (if applicable) together with the required bond/bank guarantee.

We undertake to submit plans, specifications and if required perspectives prepared at our costs to MARCS Property, for approval by the Lessor, prior to commencing any works on site.

4. I/we herewith tender a deposit for \$_____ (representing part payment of Lessors legal costs with the balance to be paid upon lease execution). In the event that this application is rejected by the Lessor such deposit will be refunded in full. In the event that I/we decide not to proceed, I/we hereby authorise the agent to deduct from the deposit any reasonable costs charged by the Lessor's Solicitors in relation to preparation of the lease documents (excluding Retail Leases).
5. Have you, or your spouse ever been declared bankrupt or insolvent Yes/No
If, Yes, has either estate been assigned for the benefit of creditors Yes/No
6. Have you, or your spouse ever been a shareholder or officer of any company or officers of any private company, of which a manager/receiver and/or liquidator has been appointed? Yes/No
7. Is there any unsatisfied judgement entered in any court against you, your spouse or any company of which you or your spouse are or were a shareholder officer? Yes/No

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STATEMENT OF ASSETS AND LIABILITIES

NAME: _____

ADDRESS: _____

ASSETS	VALUE \$	LIABILITIES	MONTHLY PAYMENT \$	TOTAL OWING \$
PROPERTY: (GIVE DETAILS)		MORTGAGES:		
OTHER PROPERTY OWNED: (GIVE DETAILS)		CURRENT RENTAL:		
VEHICLES:		MOTOR VEHICLE LEASE/HIRE:		
CARAVAN, BOAT, MOTOR CYCLES:		HIIRE PURCHASE:		
CASH AT BANK INVESTMENT:		PESONAL LOAN:		
FURNITURE & HOUSEHOLD EFFECTS:		OTHER LOANS:		
STOCKS & SHARES:		HOUSEHOLD ACCOUNTS:		
STOCK IN TRADE:		OTHER: (PLEASE SPECIFY)		
OTHER ASSETS:		OTHER GUARANTEES:(GIVE DETAILS)		
TOTALS		TOTALS		

The above information is provided by me and is a true and accurate statement to the best of my knowledge and I further agree to provide to the Lessor or their Agents if required a copy of the latest statement of accounts, (ie Balance Sheet and Profit and Loss in respect of any business in which I have an interest.

Applicants signature _____ Date: _____

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CASH AT BANK INVESTMENT:		PERSONAL LOAN:		
FURNITURE & HOUSEHOLD EFFECTS:		OTHER LOANS:		
STOCKS & SHARES:		HOUSEHOLD ACCOUNTS:		
STOCK IN TRADE:		OTHER: (PLEASE SPECIFY)		
OTHER ASSETS:		OTHER GUARANTEES:(GIVE DETAILS)		
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