



CENTRAL COAST COMMERCIAL PTY. LIMITED

ABN: 99 129 678 413 • ACN: 129 678 413

Specialists in the Sale, Leasing & Management of Commercial & Industrial Property

APPLICATION TO LEASE A COMMERCIAL/INDUSTRIAL PROPERTY

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

APPLICANT'S DETAILS:

TENANTS NAME/S (in full): \_\_\_\_\_

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

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

TENANT'S HOME ADDRESS/ES: 1. \_\_\_\_\_

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

HOME RENTAL OR PURCHASE DETAILS: \_\_\_\_\_

TENANT'S CONTACT NUMBERS: (A.H) \_\_\_\_\_

(BUS) \_\_\_\_\_ (MOBILE) \_\_\_\_\_ (FAX) \_\_\_\_\_

(EMAIL) \_\_\_\_\_

DRIVER'S LICENCE TO BE PRODUCED OR PHOTO IDENTIFICATION
(NOTE:-PHOTO IDENTIFICATION TO BE PHOTOCOPIED AND ATTACHED TO APPLICATION)

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COMPANY DETAILS (if applicable):

(Please attach a photocopy of Corporation License to application)

COMPANY NAME IN FULL: \_\_\_\_\_

A.B.N: \_\_\_\_\_ REGISTERED FOR G.S.T YES / NO

REGISTERED ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DIRECTOR'S & SECRETARY'S NAMES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DIRECTOR'S & SECRETARY'S HOME ADDRESSES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

GUARANTOR'S NAMES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

GUARANTOR'S HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
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SOLICITOR'S DETAILS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ACCOUNTANT'S DETAILS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**LEASE REQUIREMENTS:**

ADDRESS OF PREMISES FOR LEASE: \_\_\_\_\_

PROPOSED USAGE (Full description of business to be carried out at these premises & list any items to be stored on site – in full if of a flammable nature): \_\_\_\_\_

\_\_\_\_\_

LEASE TERM REQUIRED: \_\_\_\_\_

LEASE COMMENCEMENT DATE: \_\_\_\_\_

REFERENCES REQUIRED FOR ESTABLISHED BUSINESS

*We hereby require three (3) Trade references detailing the following information:*

- Client/Trading Name
- Date of trading period
- Approximate spending per month
- Basis of settlement
- Comment on payment record

Written trade references are preferable or alternatively please complete the following information and will check same:

1. COMPANY NAME: \_\_\_\_\_

STAFF CONTACT: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

2. COMPANY NAME: \_\_\_\_\_

STAFF CONTACT: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

3. COMPANY NAME: \_\_\_\_\_

STAFF CONTACT: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

*We also require a written reference from past owner/managing agent detailing rental amount paid, term of occupancy and comment on payment record. Copies of any rental receipts are also preferred.*

**REFERENCES REQUIRED FOR NEW BUSINESS OWNERS**

*If you are establishing a new business and have no current trade references we will require a minimum of three (3) of the following alternatives:*

- Copy of mortgage loan statement for last 12 months
- If renting a current rental reference in writing from managing agent/landlord
- Accountant prepared assets and liabilities
- Accountant prepared Business Plan
- Copy of statement of credit/loan funds available to establish business

**INSURANCE:-**

We advise that all tenants are required to have Public Liability Insurance coverage of not less than \$10,000,000.00 and Plate Glass Insurance (if applicable). A Certificate of Currency for the above insurance will be required at the time of signing the lease and prior to your occupation of the property.

**PRIVACY ACT 1988**

**COLLECTION NOTICE:**

The personal information of the prospective tenant provided in this application or collected from other sources is necessary for the agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose which it was collected to other parties including to the landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the agent and/or landlord. If the applicant enters into a Commercial, Retail or Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Central Coast Commercial, Suite 1, 3 Racecourse Road, West Gosford, Telephone (02) 43 227 000, Fax (02) 43227 999 or by email: [info@cccommercial.com.au](mailto:info@cccommercial.com.au). The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the agent may not be able to process the application and manage the tenancy.

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**ALL APPLICANTS SIGNATURES**