

## Application For an Individual / Sole Trader to Lease Commercial Premises

The Tenant hereby offer(s) to Lease from the Landlord, the premises described below. The Tenant agrees that the Tenant will execute a Lease, which will be prepared for the Premises, which is to include (among other things) the following terms and conditions:-

### 1. PROPERTY ADDRESS:

### 2. LESSEE [Tenant]:

Lessee 1: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_ eMail: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Is Lessee 1 registered for GST? YES NO

Lessee 2: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_ eMail: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Is Lessee 2 registered for GST? YES NO

Lessee 3: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_ eMail: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Is Lessee 3 registered for GST? YES NO

### 3. USE OF PREMISES: \_\_\_\_\_

3.1. Is the predominant use retail sale or hire of goods and services? YES NO

*EXEMPTIONS:- The Tenant is a listed public company or subsidiary of a listed public company. The Premises are an office above the 3<sup>rd</sup> floor and is not to be used for sale or hire of good or provision of services.*

*LESSEE ACKNOWLEDGEMENT:- The Lessor or Leeburn & Co. Sales Pty Ltd as their nominated leasing and managing agents make no representation that the proposed use of the premises specified above is a permitted use. The lessee shall make its own investigations with the responsible authorities (unless otherwise specified within this agreement).*

### 4. TERM OF LEASE: \_\_\_\_\_

### 5. OPTIONS: \_\_\_\_\_

### 6. COMMENCING: \_\_\_\_\_

### 7. RENTAL: \_\_\_\_\_

7.1. GST APPLICABLE? YES NO

7.2. The Lessee hereby agrees to set up an automatic electronic funds transfer (EFT) to the following account:

Bank: National Australia Bank  
Account name: Leeburn & Co. Sales Pty Ltd  
BSB: 083 918  
Account Number: 528 840 737



## Tenant Privacy Statement

All estate agents must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their role as professional estate agents.

Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As a professional real estate agency, Leeburn & Co. Sales Pty Ltd collects personal information about you.

You can ask to access the information the real estate agent holds about you, by contacting the Leeburn & Co. Sales Pty Ltd in writing via:

Facsimile: (03) 9744 4465  
eMail: [fawad@leeburn.com.au](mailto:fawad@leeburn.com.au)  
Mail: c/- Commercial Property Manager  
Leeburn & Co. Sales Pty Ltd  
PO Box 907  
Sunbury VIC 3429  
**OR**, In Person: 50 Evans Street, Sunbury VIC 3429

### Collection and disclosure of personal information:-

As professional estate agents, we collect your personal information to assess the risk in providing you with the tenancy of the premises you have requested and for the ongoing management of your tenancy agreement.

To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we may be required to disclose your personal information to one or more of the following entities:

- The landlord.
- The landlord's solicitor, mortgagee or insurer.
- Referees you have nominated.
- Organisations or trades people required to carry out maintenance to the premises.
- Rental bond authorities or rent bond insurance providers.
- Victorian Civil and Administrative Tribunal & any other relevant Legal Court System.
- National Tenancy Database (NTD) a division of Veda Advantage Information Services and Solutions Limited ABN 65 079 105 025
- Other real estate agents & landlords
- Tradespeople
- Any other relevant authority or entity from time to time as applicable.

If your personal information is not provided to us and/or you do not consent to the above use of such information, we cannot properly assess the risk to our client, or carry out our duties as professional estate agents.

Consequently, we may not be able to process with this offer any further.

Please sign below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

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

*For and on behalf of the LESSEE*

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

## NATIONAL TENANCY DATABASE DISCLOSURE STATEMENT

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) (NTD) by:

TELEPHONE: (03) 9610 4996  
FAX: (03) 9620 7339  
BY POST: P.O. Box 156, Collins Street West, Vic 8007  
IN PERSON: Level 7, 477 Collins Street, Melbourne  
WEBSITE: [www.ntd.net.au](http://www.ntd.net.au)

### PRIMARY PURPOSE

NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed estate agent members of NTD.

NTD also provides credit information on companies/directors applying for commercial leases.

The real estate agent / property manager will advise NTD of your conduct throughout the lease / tenancy, and that information will form part of your tenant history.

NTD usually discloses information to:

- Licensed real estate agent members
- NTD's parent company, Collection House Limited ABN 74 010 230 716, its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to NTD, the real estate agent / property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the premises.

#### **Applicant 1:**

Applicants Full Name: \_\_\_\_\_ Date Of Birth:     /     /  
Postal/Registered Business Address \_\_\_\_\_  
Drivers Licence or Passport Number:   DL:     \_\_\_\_\_                      Passport: \_\_\_\_\_  
Signature: \_\_\_\_\_                      Print Name:     \_\_\_\_\_  
Date     /     /  
Witnesse Signature: \_\_\_\_\_                      Witness Name:     \_\_\_\_\_

#### **Applicant 2:**

Applicants Full Name: \_\_\_\_\_ Date Of Birth:     /     /  
Postal/Registered Business Address \_\_\_\_\_  
Drivers Licence or Passport Number:   DL:     \_\_\_\_\_                      Passport: \_\_\_\_\_  
Signature: \_\_\_\_\_                      Print Name:     \_\_\_\_\_  
Date     /     /  
Witnesse Signature: \_\_\_\_\_                      Witness Name:     \_\_\_\_\_

#### **Applicant 3:**

Applicants Full Name: \_\_\_\_\_ Date Of Birth:     /     /  
Postal/Registered Business Address \_\_\_\_\_  
Drivers Licence or Passport Number:   DL:     \_\_\_\_\_                      Passport: \_\_\_\_\_  
Signature: \_\_\_\_\_                      Print Name:     \_\_\_\_\_  
Date     /     /  
Witnesse Signature: \_\_\_\_\_                      Witness Name:     \_\_\_\_\_