



COASTAL ESTATE AGENTS • NORTH BEACH • AUSTINMER BEACH

COMMERCIAL / RETAIL TENANCY APPLICATIONS

Thank you for your interest in applying for a property managed by
A.M Ruty North Beach.

PLEASE NOTE

- Applications that are unsigned or incomplete will not be processed.
- 100 Points of ID are required in order for us to process your application.
- Applications take up to 5 - 7 working days to be processed.

W: amrutty.com.au | North Beach: 4229 6311 | Austinmer Beach: 4268 1399
2/16 Cliff Road, North Wollongong NSW 2500 | E: admin@amrutty.com.au

Application Process

A.M. Ruddy Coastal does everything possible to ensure that the application process is as quick and easy as possible.

In order to be considered each applicant must complete the following Commercial / Retail Tenancy Application form in full.

Should you have any queries regarding completing the form, please contact our **North Beach office on 4229 6311** and reception will be able to assist you.

Our office hours are Monday to Friday 9am – 5pm and Saturday 9am – 3pm.

All applications for commercial / retail tenancy must be accompanied by 100 points of ID.

Please note: at least one form of photo identification must be provided.

<u>100 Points of ID</u>	
Current Drivers License Proof of Age Card or Current Passport	40 Points
Latest Telephone Account	20 Points
Latest Electricity or Gas Account	20 Points
Current Vehicle Registration	20 Points
Medicare Card	10 Points
Citizenship Certificate or Travel VISA	10 Points
Birth Certificate	10 Points
Previous Tenancy Ledger	10 Points

A. PREMISES/LEASE DETAILS REQUESTED

Address:	
Proposed use:	
Rental:	\$
Term:	
Commencement date:	
Set up period:	
New Lease:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Assignment of Lease: If you are requesting an Assignment of Lease please note there is an Agent Fee of \$330.00 Inclusive of GST	YES <input type="checkbox"/> NO <input type="checkbox"/>

B. PERSONAL DETAILS

Title:	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other:
Surname:	
Given name/s	
Date of Birth:	
Phone:	
Mobile:	
Email:	
Residential address:	
Driver's License number:	
Driver's License expiry date:	
Vehicle registration:	
Passport number:	

C. COMPANY DETAILS / BUSINESS DETAILS

Company name:	
Trading as:	
ABN:	
ACN:	
Are you trading as a Company?:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you a Sole Trader?:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Registered Company address:	
Company Directors (if applicable):	
How long have you been trading?	

D. SOLICITOR DETAILS

Solicitor acting in this matter:	
Contact:	

E. REFERENCES

Personal references		
Name:	Relationship:	Contact:
Name:	Relationship:	Contact:
Name:	Relationship:	Contact:

Trade references:		
Name:	Relationship:	Contact:
Name:	Relationship:	Contact:
Name:	Relationship:	Contact:

F. ASSETS & LIABILITIES

Purchased property:	\$
Mortgage loans:	\$
Vehicles (make/model):	
Other loans:	\$
TOTAL ASSETS:	\$
TOTAL LIABILITIES:	\$
NET WORTH:	\$

G. DECLARATION

I / We have inspected the above-named premises and should this application be accepted by the Landlord hereby offer to rent such premises under a Commercial Lease. I / We acknowledge that this application is subject to the approval of the Landlord. I / We solemnly and sincerely declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.

I / We the applicants, do solemnly and sincerely declare that I / We are not bankrupt or an undischarged bankrupt. I / We hereby authorise the Agent to obtain personal Information from:

- (a) The Landlord or the Agent of my current or previous place of business or residence;
- (b) My personal and trade referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I / We are aware that I / We may access my/our personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I / We default under a rental agreement, I / We agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I / We may apply for in the future.

I / We are aware that the Agent will use and disclose my/our personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I / We are aware that if information is not provided or I / We do not consent to the uses to which personal information is put, the Agent cannot provide me/us with the lease/tenancy of the premises.

SIGNATURE:

DATE: