



COASTAL ESTATE AGENTS • NORTH BEACH • AUSTINMER

## Commercial / Retail Tenancy Application Form



### AM RUTTY COASTAL

#### NORTH WOLLONGONG OFFICE

Address: 2/16 Cliff Rd North Wollongong  
Tel: 02 4229 6311  
Email: [jennifer.hobbs@amrutty.com.au](mailto:jennifer.hobbs@amrutty.com.au)  
Web: [www.amrutty.com.au](http://www.amrutty.com.au)

#### AUSTINMER OFFICE

Address: 130 Lawrence Hargrave Drive Austinmer  
Tel: 02 4268 1399  
Email: [austinmer@amrutty.com.au](mailto:austinmer@amrutty.com.au)  
Web: [www.amrutty.com.au](http://www.amrutty.com.au)

**Applicant Name:**

**Property Address:**

## Required Supporting Documents

All applications for tenancy must be accompanied by ALL essential documents plus 100 points of ID.  
Please note: at least one form of photo identification must be provided. Please see table below.

### 1. Essential Documents

☐ Proof of Income (all less than 1 month old)

Eg: 3 Recent Pay Slips, Bank Statement, Centrelink Statement

### 2. 100 Points of ID

(40 Points each)

- ☐ Current Drivers License
- ☐ Proof of Age Card
- ☐ Current Passport

(20 Points each)

- ☐ Latest Telephone Account
- ☐ Latest Electricity or Gas Account
- ☐ Current Vehicle Registration

(10 Points each)

- ☐ Medicare Card
- ☐ Citizenship Certificate or Travel Visa
- ☐ Birth Certificate
- ☐ Previous Tenancy Ledger

## Important Notice to Applicants

- Applications that are 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.
- AM Rutty Commercial 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.

Our application forms are available online at [www.amrutty.com.au](http://www.amrutty.com.au) or our office. Unsigned or incomplete applications will NOT be processed. Should you have any queries regarding this application form please contact our **North Wollongong office on 4229 6311** or **our Austinmer office on 4268 1399** and reception will be able to assist you.

Our office hours are Monday to Friday 9:00am—5:00pm and Saturday 9:00am—3:00pm.

## Premises / Lease Details Requested

Address:			
Proposed use:			
Rent amount:	\$	Term of tenancy:	
Commencement date:	/ /	Set up period:	
New lease:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Assignment of Lease: \$330 incl GST	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Sale of Business: \$330 incl GST	<i>If you are requesting an Assignment of Lease or progressing to the purchase of a business please note there is an Agent Administration Fee of \$330.00 Inclusive of GST - Payable by the incoming lessee</i>		

## Personal Details

Full Name:	Title:	Surname:	Given Name/s:
Residential Address:			
Phone Numbers:	(H)	(W)	Mobile Phone:
Email Address:			Date of Birth:
Driver's Licence #:			Licence Expiry:
Vehicle Registration #:			Passport Number:

**PLEASE NOTE:** By including your email address you consent to service of any documents, including this application and any documents required to be served under or because of this application, by way of email, including but not limited to any tenancy agreement arising under this application.

## Company / Business Details

Company name:

Trading as:

ABN:

ACN:

Are you trading as a Company? ☐ Yes ☐ No

Are you a Sole Trader? ☐ Yes ☐ No

Registered Company address:

Company Directors (if applicable):

How long have you been trading?

## Solicitor Details

Solicitor acting in this matter:

Solicitor contact details:

## Personal References

1. Full Name:

Relationship:  Contact:

2. Full Name:

Relationship:  Contact:

## Trade References

1. Full Name:

Relationship:  Contact:

2. Full Name:

Relationship:  Contact:

## Assets & Liabilities

Purchased property: \$

Mortgage loans: \$

Vehicles (make/model):

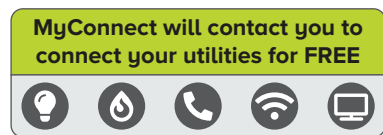
Other loans: \$

**TOTAL ASSETS:** \$

**TOTAL LIABILITIES:** \$

**NET WORTH:** \$

## Utilities Connection



- ☒ **Yes, Please Contact Me**
- ☐ **Interpreter required**
- ☐ OR Tick here to opt out

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



Get in touch: ☎ 1300 854 478 ✉ [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au) 🌐 [myconnect.com.au](http://myconnect.com.au)

## Declaration/Privacy

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 or Retail 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:

- The Landlord or the Agent of my current or previous place of business or residence;
- My personal and trade referees and employer/s;
- 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:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/ Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- 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.

**X**

**Applicant Signature**

**Print Name**

**Date**