

Agent: _____

Property Code: _____

Peter Markovic Pty. Ltd.

Real Estate Agents ~ Auctioneers ~ Property Managers

A.C.N 072 152 222 A.B.N 06 072 152 222

109 Smith Street, Fitzroy Vic 3065. Tel: 9419 5555 Fax: 9419 8017

Website: www.petermarkovic.com.au Email: commercial@petermarkovic.com.au

COMMERCIAL APPLICATION

The applicant understands:

- The property is offered subject to Owners approval and no action shall be taken against the Landlord or Agent, should any circumstance arise whereby the property is not available on the due date.
- A security deposit (Bond) must be paid prior to occupation upon acceptance of application in the form of a Bank Cheque or Australia Post Money Order (no personal cheque or cash will be accepted).
- The initial rental payment must be made by Bank Cheque or Money Order. All ongoing rent payments are to be paid monthly.

The Applicant has read and understood the Privacy Information statement.

The Applicant acknowledges and agrees that Peter Markovic Pty Ltd may make independent enquiries in order to verify the applicant's background. These enquiries may include a check with the National Tenancy Database.

Privacy Information/Policy Statement

Peter Markovic Pty Ltd is committed to respecting the privacy of the personal information it collects in order to carry on its business; and to complying with the National Privacy Principles set out in the Privacy Act 1988 (Cth) (The Privacy Act). This Policy sets Peter Markovic Pty Ltd's commitment to compliance as well as details of how that commitment is to be carried out. Peter Markovic Pty Ltd collects personal information from its clients for the primary purpose of carrying out its functions and activities as Estate Agents and Property Managers. Any information we collect about you will be made available to you at your request. The information collected on this Tenancy Agreement Form is required to assess your suitability to lease the premises. To enable us to do this, it is necessary to disclose your personal information to others. We are unable to do so without your knowledge and consent. The people and organisations we may disclose your personal information to include the proposed landlord and their legal representatives and mortgagee, your current and previous landlord, your bank, your current and previous employer, your referees, your emergency contact, maintenance and tradespeople, rental bond authorities, residential tenancy tribunals, collection agents, other Estate Agents, utilities (gas, electricity, water, phone), and the National Tenancy Database Pty Ltd ("NTD"). NTD must also comply with the Privacy Act. NTD collects personal information to provide to its members and others (including Licensed Estate Agents, NTD's parent company, Collection House Ltd and its subsidiaries or related entities, and credit bureaus). NTD collects historical tenancy and public record information on individuals and companies who lease residential and commercial property from or through Licensed Estate Agent members of the NTD. NTD also provides credit information on individuals and companies and directors applying for commercial leases. Peter Markovic Pty Ltd will advise NTD of your conduct throughout the term of your tenancy and that information will form part of your tenancy history. If you do not consent to the handing of your personal information in the manner described, we will not be able to process your application. We may also use the information collected for the secondary purpose of marketing and providing you with information about other services or properties available through Peter Markovic Pty Ltd. If you do not wish to receive any approaches or information in relation to the secondary purposes, please indicate below.

If you have any questions or feedback about privacy or wish to make a complaint about the way in which Peter Markovic Pty Ltd has handled your personal information, please contact us by writing to Fiona Paton, Peter Markovic Pty Ltd, 109 Smith Street, Fitzroy 3065; or by phoning 9419 5555.

I confirm that: **1. I have read and understood the Privacy Statement that Peter Markovic Pty Ltd has made available to me**
2. all client details completed by me are true and correct

Signed by Applicant: _____ Print Name: _____

Date: _____

Witness: _____

APPLICANT DETAILS:

Title: _____ First Name: _____ Middle Name: _____

Surname: _____ Date Of Birth: _____

Current Address: _____

Home Ph. No: _____ Work Ph No: _____

Mobile: _____ Email: _____

Passport/Driver Licence Number: _____

Car Registration Number: _____

Type Of Car/Colour/Model: _____

RENTAL REFERENCES:

Current Landlord/Agent: _____ Phone: _____

Property Address: _____

Period Of Occupancy: _____ Rental Paid: _____

Reason for Leaving: _____

Previous Landlord/Agent: _____ Phone: _____

Property Address: _____

Period Of Occupancy: _____ Rental Paid: _____

Reason for Leaving: _____

EMPLOYMENT:

Current Employer: _____ Position: _____

Phone: _____ No. Of Years: _____ Income: _____

Contact Name and Number: _____

Previous Employer: _____ Position: _____

Phone: _____ No. Of Years: _____ Income: _____

Contact Name and Number: _____

BUSINESS REFERENCES: (name, address and phone number)

1. _____

2. _____

3. _____

CREDIT HISTORY:

Creditor: _____ Loan Amount: _____

Loan Period: _____

Creditor: _____ Loan Amount: _____

Loan Period: _____

OTHER INFORMATION:

Name/address/ph. No. of nearest relative: _____

Guarantors' Names, Address & Telephone Numbers: _____

1. _____

2. _____

Applicants Solicitor: _____ Contact: _____

Existing Business: _____

Intended Registered Trading Name: _____

Premises: _____

Fixtures, Furniture & Chattels (if any): _____

Term of Lease: _____

Commencement date of Lease: _____

Commencement date of Rental: _____

Rent free period: _____

Proposed works: _____

Monthly Payment of Rental: \$ _____

Rates, Taxes, Other Outgoings & Charges to be paid by Lessee: _____

Permitted use of the Premises: _____

Security Deposit/Bank Guarantee: _____

Further term: _____

Rent reviews: _____

COMPANY DETAILS

1. Full registered name of company, ACN and ABN: _____

2. Registered address of company: _____

3. Principal trading address of company: (if same as (2) answer "as above"): _____

4. Present nature of business conducted by applicant: _____

5. Full names and private addresses of directors:

(a) _____

(b) _____

To the lessor named above:

The applicant offers to lease the premises for the term and at the rent and subject to the provisions contained in the lease annexed hereto.

In consideration of you agreeing to accept the applicants offer the guarantors (if any) agree to be bound by the guarantee contained in the lease annexed hereto.

The sum of \$ _____ paid by way of deposit at the time of making this offer is to be held on behalf of the lessor and, if this offer is accepted by the lessor, is to be applied in payment of:

(a) The first installment of rent: \$ _____

If this offer is not accepted by the lessor the deposit shall be refunded to the applicant.

Signature of applicant: _____

Signature of Guarantor(s): _____

This offer is accepted by the lessor on _____

EMERGENCY CONTACT:

Name/address/ph. No. of next of kin: _____

OFFICE USE ONLY

Present Employment comments:

Date: _____ **Referees Name:** _____

Current Agent/Landlord Comments:

Date: _____ **Referees Name:** _____

Previous Agent/Landlord comments:

Date: _____ **Referees Name:** _____

NTD Check Approved: _____ (attach result of NTD check)

Attach copy of drivers licence/passport: _____ YES _____ (circle)