

Application for Assignment of Lease.

■ STRICTLY CONFIDENTIAL

Please note this application incurs a fee which is due for payment before this application is processed.
Please contact our office for further details.

This fee does not include the landlord costs for preparation of the required legal documentation in the event this application is successful.

Property Address	
Location of Leased Premises	

APPLICANT DETAILS (IF INDIVIDUAL OR PARTNERSHIP)		
Name:		
Address:		
Contact:	Name:	Telephone:
Email Address:		

APPLICANT DETAILS (IF COMPANY)		
Company Name:		
ACN:		
Registered Office:		
Details of Directors: (FULL NAMES AND ADDRESS)		

BUSINESS STRUCTURE	
<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Franchise
<input type="checkbox"/> Partnership	<input type="checkbox"/> Licence
<input type="checkbox"/> Company	



APPLICANT CONVEYANCER/SOLICITOR DETAILS		
Name:		
Address:		
Contact:	Name:	Telephone:
Email Address:		

EXPERIENCE – APPLICANT 1	
Please provide details of current and past retail and business experience.	
Retail Experience:	
Management or Business Experience:	
Other Relevant Details:	

EXPERIENCE – APPLICANT 2	
Please provide details of current and past retail and business experience.	
Retail Experience:	
Management or Business Experience:	
Other Relevant Details:	



LEASE APPLICATION INFORMATION	
Proposed Lease Assignment Date	
Proposed variation to Lease (if any)	
Proposed Business	
Goods to be kept on Premises	
Goods to be kept on Premises Special Conditions	
Special Conditions Does your proposed use supply goods or services to the public?	
Reason for wanting to move from your current premises? (If applicable)	
Guarantee to be provided	
<input type="checkbox"/> Personal / Director	
Full Name	
Residential Address	
Residential Address <input type="checkbox"/> Bank Guarantee (equivalent of a minimum 3-6 months' rent, including outgoings)	

Name / Entity to appear on lease (please tick whichever is applicable)	
Company <input type="checkbox"/> Name/s	
Company Name (if applicable)	
Company Registered Postal Address	
ABN	
ACN	
Are you or any of your business partners an undischarged bankrupt or have any of you assigned your estate for the benefit of creditors or had any judgement recorded against you?	

**If applicant is a company, please provide full names and addresses of the Directors**

1. Name		
Address		
Telephone Numbers	Mobile:	Home:
Personal Email Address		

2. Name		
Address		
Telephone Numbers	Mobile:	Home:
Personal Email Address		

3. Name		
Address		
Telephone Numbers	Mobile:	Home:
Personal Email Address		

Do you own any properties? If yes, please list address(es)

1. Address	
2. Address	
3. Address	

Commercial Rental Information

Current Rental Address	
Length at current address	
Rental amount paid per annum	
Current Landlord's Name	
Contact Telephone Number	
Contact Email Address	



Commercial Rental Information	
Previous Rental Address	
Length at previous address	
Rental amount paid per annum	
Previous Landlord's Name	
Contact Phone Number	

Trade Reference #1	
Company	
Contact Name	
Contact Number	
Relationship to Applicant	

Trade Reference #2	
Company	
Contact Name	
Contact Number	
Relationship to Applicant	

Please note that checking references and credit references is standard procedure. Should you have any objections to the checking of references and credit references, please indicate below.

☐

Yes, I do object

☐

No, I do not object

Please include the following documents with your application

☐

Passport (current or expired within 2 years, not cancelled)

or

☐

Birth certificate (not an extract)

or

☐

Australian citizenship certificate

Together with

☐

Current Company Extract



Statement of Assets and Liabilities

Name:

Address:

Assets		Value	Liabilities		Owing
House / Property / Land			Mortgages		
1.		\$	1.		\$
2.		\$	2.		\$
3.		\$	3.		\$
4.		\$	4.		\$
Other Property			Loans		
1.		\$	1.		\$
2.		\$	2.		\$
3.		\$	3.		\$
4.		\$	4.		\$
Furniture / Household Items / Plant / Equipment			Bank Overdraft / Credit Cards (current owings)		
1.		\$	1.		\$
2.		\$	2.		\$
3.		\$	3.		\$
4.		\$	4.		\$
Motor Vehicles			Hire Purchase / Lease		
1.		\$	1.		\$
2.		\$	2.		\$
3.		\$	3.		\$
4.		\$	4.		\$
Other Assets			Other Liabilities		
1.		\$	1.		\$
2.		\$	2.		\$
3.		\$	3.		\$
4.		\$	4.		\$
Total Assets		\$	Total Liabilities		\$
Surplus of Assets less Liabilities					\$



Costs for Processing Application

A fee of \$1,650 inclusive of GST will apply for the processing of this application. Please note this does not include the Landlord's costs to prepare the required legal documentation in the event the application is successful.

**Payment of the above amount is required upon the submission of this application form and to commence the assessment process and this charge is non-refundable regardless of the assessment decision.

*** Invoice for payment will accompany this form.

I/We hereby acknowledge and accept the privacy authorisation above and certify that the above information is true and correct as the date of this application.

Applicant #1

(signature)

(print full name)

(date)

Applicant #2

(signature)

(print full name)

(date)