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### A. PROPERTY ADDRESS

Unit No	Street No	Street Name	
Suburb	State	Postcode	Country

### B. APPLICANT DETAIL

Applicant's Full Name			
Unit No	Street No	Street Name	
Suburb	State	Postcode	Country
Business Title			
Proposed Use of Premises			
Phone	Mobile		
Email			
Driver Licence No.	State		
Business Name			
Unit No	Street No	Street Name	
Suburb	State	Postcode	Country
Trading Name			
GST Registered			
ABN	ACN		
Email			

### Emergency Contact Detail

Phone	Mobile

### Email

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### Applicant Details of Business Experience

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### Additional Information

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Initial

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### C. LEASE PROPOSAL

Lease Period		Option Period	
Year (s)		Year (s)	
Proposed Rental			Per Annum (Exclude GST.)
Proposed Lease Commencement Date			
Outgoings:		<input type="checkbox"/> Included <input type="checkbox"/> Excluded	
Bond / Bank Guarantee Amount			
Additional Information / Landlord Works / Rent Free			

### D. LESSEE SOLICITOR DETAILS

Firm	Contact Name
Address	
Phone	Email

### E. ACCOUNTANT DETAILS

Firm	Contact Name
Address	
Phone	Email

### F. TRADING REFERENCES

Company 1	
Contact Name	Phone
Email	Mobile
Company 2	
Contact Name	Phone
Email	Mobile

### G. EMPLOYMENT REFERENCE

<b>CURRENT EMPLOYMENT</b>		<i>Applicant 1</i>
Type of Employment	<input type="checkbox"/> PAYG <input type="checkbox"/> Self-employed <input type="checkbox"/> Not-employed	
Employer Name		
Employer Address		
Employer Contact Name		
Employer Contact Number		
Position Held		
Time in Position		
Gross Annual Income	\$	
<b>PREVIOUS EMPLOYMENT</b> <small>(Applicable only to applicants with less than 2 years experience of current employment)</small>		
Type of Employment	<input type="checkbox"/> PAYG <input type="checkbox"/> Self-employed <input type="checkbox"/> Not-employed	
Employer Name		
Employer Address		
Employer Contact Name		
Employer Contact Number		
Position Held		
Time in Position		
Gross Annual Income	\$	
<b>SELF EMPLOYED APPLICANT</b>		
Business Name	ABN	
Type of Entity	Website	
Nature of Business		
Trustee (if applicable)	Beneficiaries	
Net Profit per annum (Average of Quarterly Profit from the BAS)		
\$		
Initial		

### H. STATEMENT OF FINANCIAL POSITION

#### Current Assets

Asset	Description / Address	Value
Property 1		\$
Property 2		\$
Property 3		\$
Vehicle 1		\$
Vehicle 2		\$
Bank Account 1		\$
Bank Account 2		\$
Bank Account 3		\$
Investments		\$
Superannuation		\$
Superannuation		\$
Content and Valuables		\$
Other		\$
Other		\$
<b>TOTAL ASSETS</b>		\$

#### Current Liabilities

Liability	Lender / Description	Limit	Balance
Mortgage 1		\$	\$
Mortgage 2		\$	\$
Mortgage 3		\$	\$
Mortgage 4		\$	\$
Personal Loan		\$	\$
Personal Loan		\$	\$
Car Finance 1		\$	\$
Car Finance 2		\$	\$
Credit Card 1		\$	\$
Credit Card 2		\$	\$
Credit Card 3		\$	\$
HECS		\$	\$
Other		\$	\$
<b>TOTAL LIABILITIES</b>		\$	\$

<b>NET ASSETS (Total Assets Value - Total Liabilities Limit)</b>	<b>\$</b>
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Initial

### I. PRIVACY STATEMENT

#### Applicants Proposed Lease Details

(NOTE THESE TERMS AND CONDITIONS ARE SUBJECT TO LESSOR'S APPROVAL OR TO BE RE-NEGOTIATED.)

#### NOTE:

- Where Lessee are husband and wife; a combined application on one form will suffice.
- If Lessee's are not husband and wife; then separate applications for each party involved must be completed.
- If the Lessee is a private company, then each Directors Personal Guarantee will be required and each Director must make separate application.

#### Important Special Conditions

If this "Application For Lease" and the Terms and Conditions set out the "Lease Agreement" is accepted by the Lessor, it is compulsory that:

- If a Bank Guarantee is provided as a bond the Lessor must be noted on the Bank Guarantee as the Favourite
- Public Liability Insurance equivalent to \$20,000,000 be provided to Hardy's Commercial noting the Lessor as an Interested Party

### PRIVACY AND DISCLOSURE STATEMENT

The Agent collects and uses personal information obtained from you as the Applicant to provide the services required by you or on your behalf. You as the Applicant agree the Agent may collect, use and disclose your personal information in accordance with and subject to the Privacy Act 1988 (CTH) for (where applicable) marketing, sales promotion and administration and as required for legislative and regulatory requirements relating to promotion administration and use of the Agents products and services. Without provision of certain information the Agent may not be able to act effectively or at all on the Principal's behalf. The Applicant has the right to request the Agent provide details of such information and also correct any inaccurate or out of date information.

### INFORMATION COLLECTION, USE AND DISCLOSURE

During and after the course of your involvement with Hardy's Commercial, we may collect, use or disclose personal information about you for the following purposes

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management; and
- Marketing of products and services to you.

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your gender;
- Your residential address;
- Your postal address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you; and
- Details of your assets or liabilities.

In order to provide products and services to you, we may disclose your personal information to the persons/ organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Debt Collection Agencies and affiliated industries;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Tenancies Authority;
- Police;
- Tenancy information and services or databases to record details of your tenancy history;
- Real estate websites;
- Real estate peak bodies; and
- Future rental references to other asset managers/ owners.

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases. In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites. We may disclose your personal information to recipients within Australia or to overseas recipients including but not limited to your origin country or residence. Should information be required to be sent interstate or overseas, we will take step to protect the privacy of your information. We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent. In the event that you do not consent to Hardy's Commercial collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

### ACCESS TO AND CORRECTION OF PERSONAL INFORMATION

You have the right to request access to your information and to request that Hardy's Commercial update or correct your personal information. A charge may apply for providing access to your information our Privacy Policy contains information about how you may request access to, and correction of, your personal information.

### DOCUMENTS

#### PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driving Licence	50 points
Passport	50 points
Proof of Age Card	50 points
Copy of Mobile Phone Account	20 points
Copy of Medicare Card	20 points
Concession / Pension Card	10 points
Copy of Gas/ Water/ Electricity account	30 points (each)

#### SUPPORTING DOCUMENTS

The following documents are required to support your application

- |   |   |
|---|---|
| <input type="checkbox"/> Employment Letter/Contract     | <input type="checkbox"/> Valid VISA (if applicable)                               |
| <input type="checkbox"/> Payslip (last 2 payslips)      | <input type="checkbox"/> Accountant/Owner's representative letter (if applicable) |
| <input type="checkbox"/> Bank Statement (last 3 months) | <input type="checkbox"/> Business Activity Statement (last 2 statement)           |
| <input type="checkbox"/> Business Plan                  | <input type="checkbox"/> Profit and Loss Statement                                |
| <input type="checkbox"/> Accountant Declaration Letter  |   |
| <input type="checkbox"/> Council Rate Notice            |   |

### DECLARATION

I/ We hereby offer to rent the property from the landlord under a lease to be prepared by the Owners, Solicitor. Should this application be accepted by the owner I/ We agree to enter into the Lease Agreement.

I/ We acknowledge that this application is subject to approval of the owner/landlord. I/ We declare that all information contained in this application (including the reverse side) is true and correct and given of My/ Our own free will. My/ Our declare that My/ Our have inspected the premises and am not bankrupt.

I/ We authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous business premises;
- My/ Our personal referees and employer/s;
- Tenancy Information Services and Databases;
- Any record listing or database of defaults by tenant;

If default under a lease 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 consent to the electronic service of notices and other documents in accordance with the requirements of the Electronic Transactions Act. I/ We have read and understood the attached information.

I/ We authorise employees of Hardy's Commercial, and independent contractors of Hardy's Commercial including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described above to assist with my / our involvement with Hardy's Commercial. I/ We understand that I/ We can revoke my / our authority at any time. I/ We acknowledge that if I/ We revoke my / our authority, or if I/ We decline to provide information as requested by Hardy's Commercial, Hardy's Commercial may be unable to provide the products or services I/ We have requested.

Signature

Name:

Date: