

## A Agent Details

**Cobden & Hayson Balmain Office**  
Phone: 02 9818 3844  
Fax: 02 9810 3300  
Email: leasing@ch.com.au

**Cobden & Hayson Annandale Office**  
Phone: 9552 4888  
Fax: 9552 1164  
Email: annandale@ch.com.au

## B Property Details

1 What is the address of the property you would like to lease?

Postcode

2 Proposed lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3 Lease term?

	Years		Months
--	-------	--	--------

4 Rent

--

## C Applicant Details

Type of business

--

Company name

--

A.B.N.

--

Registered business address

Postcode

### Guarantors

Director's name(s)

--

Director's address(s)

--

Length of time in business?

--

### 5 Contact details

Mobile phone number

Work phone number

--

--

Fax number

--

Email address

--

## D Solicitor's/Accountant Details

### 6 Solicitor

Name of Solicitor

--

### 7 Solicitor address

--

### 8 Accountant

Name of Accountant

Accountant's address

--

--

### 9 What was your previous commercial address?

Postcode

### 10 How long were you based at this address?

	Years		Months
--	-------	--	--------

### 11 Agent/Landlord details of this property (if applicable)

Name of landlord or agent

--

Landlord/agent's telephone

Weekly rent paid

--

\$
----

Was bond refunded in full?

If not why not?

--

--

## E Financial Details

### 12 Please provide Financial Institution

Name of Bank

--

### Please provide your Bank Manager's details

Name

--

Financial Institution

--

Address

Postcode

State of Assets and Liability (Please tick)

☐ YES ☐ NO

Last 3 years Financial Statement (Please tick)

☐ YES ☐ NO

**F Contacts / References**

**13 Please provide a contact in case of emergency**

Surname	Given Name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone Number
<input type="text"/>	<input type="text"/>

**14 Please provide two trade references (not related to you)**

(1) Company Name	
<input type="text"/>	
Contact	Phone Number
<input type="text"/>	<input type="text"/>
(2) Company Name	
<input type="text"/>	
Contact	Phone Number
<input type="text"/>	<input type="text"/>

**G Other Information**

**15 Car Registration**

**16 Directors Drivers License(s) if a company**

1.	<input type="text"/>
2.	<input type="text"/>

**H Payment Details**

Property rental	Bond/Bank Guarantee
<input type="text" value="\$"/>	<input type="text" value="\$"/>
<b>First payment of rent in advance</b>	<input type="text" value="\$"/>
Rental bond (3 months)	<input type="text" value="\$"/>
Stamp Duty / Lease Fee	<input type="text" value="\$"/>
Sub Total	<input type="text" value="\$"/>
Less (deduct Reservation Fee - see below)	<input type="text" value="\$"/>
<b>Amount payable on signing lease agreement</b> (money order or bank cheque only)	<input type="text" value="\$"/>

**Copies of the following documents to be supplied:**

1. Certificate of business name registration
2. ABN of ACN number
3. Company/personal tax file number
4. Photo ID of all applicants/guarantor
5. Bank statements for previous three months
6. Tax returns for 2 years
7. Proof of ownership of property
8. Rental ledger & copies of leases entered into