

**HEADS OF AGREEMENT FOR COMMERCIAL TENANCY**

The following details are required to assist in securing your Application for a Commercial Premises. Completion of this form does not constitute acceptance until signed by the Owner.

We will require this Heads of Agreement to be returned fully completed and signed, together with a deposit of \$500. In the event you withdraw your offer to rent the Commercial Premises following the Owner's approval and/or Lease documents being prepared, your deposit may be forfeited.

LEASEHOLD ADDRESS:.....

RENTAL RATE:..... BOND:..... INCLUSIVE OF G.S.T.

OUTGOINGS: PAYABLE IN ADDITION TO RENT / INCLUDED WITHIN RENT (delete where appropriate)

APPROXIMATE COMMENCEMENT DATE:.....

LEASE TERM:.....

FURTHER TERMS:.....

RENT REVIEWS: .....

USE OF PREMISES:.....  
(Enquires should be made with local authorities for the need to have a permit.)

COMPANY NAME : .....

A.C.N.:..... A.B.N.....

Registered Address:.....

Postal Address:.....

COMPANY DIRECTORS / APPLICANT (If Lease not required in Company Name):

1. Full name.....

Home address.....

Mobile..... BH..... AH.....

2. Full name.....

Home address.....

Mobile..... BH..... AH.....

A.B.N.....

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**BUSINESS REFERENCES (PLEASE PROVIDE WRITTEN REFERENCES OR COMPLETE DETAILS HEREWITH FOR TELEPHONE REFERENCES):**

1. Name:.....  
 Address:..... Phone:.....
2. Name:.....  
 Address:..... Phone:.....

**A. DECLARATION**

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) the owner or the Agent of my current or previous residential/business address;
  - (b) my personal referees and employer/s;
  - (c) any record, listing or database of defaults by tenants;
- If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to

- (a) communicate with the owner and select a tenant
- (b) authorize preparation of lease documents
- (c) allow organizations/tradespeople to contact me
- (d) transfer bond monies to/from the Macquarie Bank
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease of the premises. I am aware that I may access personal information on the contact details above.

**PROSPECTIVE TENANT**

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**OWNER ACCEPTANCE**

I/We hereby accept the above application and have provided Solicitors details below to assist with preparation of Lease documents. I/We authorise Westwood First National to correspond with my/our solicitor as required.

*Solicitor*  
Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

*Owner*  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_