

EMPIRE

Property Partners

LEASING APPLICATION

Please complete in full and return to

EMPIRE PROPERTY PARTNERS PTY LTD

EMAIL THE FOLLOWING –
info@empirepp.com.au

OR

P.O BOX 1838
BROADBEACH QLD 4218



LEASING APPLICATION

Thank you for your enquiry regarding occupying space at **(Centre/Building Name)**..

In order that we may maintain high standards in the Centre, we would ask that you complete the following application and questionnaire and return the same to our office for consideration.

PROPOSED TENANT NAME (SOLE TRADER, PARTNERSHIP, COMPANY)

ENTITY: _____

ACN: _____

PROPOSED TENANT ADDRESS (RESIDENTIAL, REGISTERED OFFICE IF COMPANY):

TELEPHONE: _____ MOBILE: _____

FAX: _____ EMAIL: _____

IF LESS THAN 12 MONTHS AT ABOVE ADDRESS PLEASE ADVISE PREVIOUS ADDRESS

DATE OF BIRTH: _____ COUNTRY OF BIRTH: _____

DRIVERS LICENCE NUMBER: _ _____

PROPOSED/CURRENT TRADING NAME:

TYPE OF BUSINESS:

FULL DESCRIPTION OF ALL PRODUCTS/SERVICES TO BE SOLD/CARRIED OUT:



FOR RETAIL ONLY ~ PERCENTAGE OF SALES YOU WOULD EXPECT TO COMMIT ANNUALLY TO ADVERTISING THIS STORE/BUSINESS: _____ %

FOR RETAIL ONLY ~ STATE WHAT YOU FEEL THE "POINT OF DIFFERENCE" IS THAT YOUR BUSINESS WILL OFFER OVER OTHER BUSINESSES OF A LIKE:

TOTAL COST OF FITOUT & SETUP OF THE NEW BUSINESS:

The funds necessary to meet the total fit out and stock would be:	\$ _____
These funds would be secured as follows:	
Cash	\$ _____
Loan Funds (state source) _____	\$ _____
Leasing	\$ _____
Other	\$ _____
TOTAL	\$ _____

FOR RETAIL ONLY ~ YOUR INDEPENDENT ESTIMATED TURNOVER FOR YOUR FIRST 12 MONTHS:

\$ _____ Estimated average sales per customer \$ _____

FOR RETAIL ONLY ~ WILL YOU BE MANAGING THE BUSINESS ON SITE YOURSELF, OR APPOINTING A STORE MANAGER? (Please tick)

Managing Self Appointing Manager

FOR RETAIL ONLY ~ WHAT WOULD YOU ANTICIPATE THE STORE'S STAFFING REQUIREMENTS TO BE?

Number of full-time _____ part-time _____, casual _____

Percentage of wages to sales _____ %



BRIEF BUSINESS HISTORY

ANY OTHER RELEVANT DETAILS, WEBSITES, SOCIAL LINKS ETC TO SUPPORT YOUR APPLICATION



BUSINESS REFERENCES: i.e. Previous Landlords, Suppliers, Employers

Name of contact _____

Address _____

State _____ Postcode _____

Company _____

Telephone _____ Mobile _____

Empire Admin Use Only – Reference Check Notes:

Date: _____

Comments: _____

Name of contact _____

Address _____

State _____ Postcode _____

Company _____

Telephone _____ Mobile _____

Empire Admin Use Only – Reference Check Notes:

Date: _____

Comments: _____

Name of contact _____

Address _____

State _____ Postcode _____

Company _____

Telephone _____ Mobile _____

Empire Admin Use Only – Reference Check Notes:

Date: _____

Comments: _____



BANKERS DETAILS:

Bank Name, Branch location _____

State _____ Postcode _____

Manager Contact Name _____

Phone _____ Mobile _____

SOLICITORS DETAILS:

Name of Company _____

Address _____

State _____ Postcode _____

Manager Contact Name _____

Email _____ Phone _____ Mobile _____

FULL NAMES AND ADDRESSES OF ALL DIRECTORS IF PROPRIETARY LIMITED COMPANY.

Full name _____ D.O. B _____

Residential address _____

State _____ Postcode _____ Email _____

Phone _____ Mobile _____

Full name _____ D.O. B _____

Residential address _____

State _____ Postcode _____ Email _____

Phone _____ Mobile _____

Full name _____ D.O. B _____

Residential address _____

State _____ Postcode _____ Email _____

Phone _____ Mobile _____

Full name _____ D.O. B _____

Residential address _____

State _____ Postcode _____ Email _____

Phone _____ Mobile _____



FOR RETAIL ONLY ~ LIST PREVIOUS EMPLOYMENT HISTORY OR BUSINESS HISTORY (Most recent first)

Name of Company _____

Position Held _____

Commencement Date _____ End Date _____

Involvement (eg: owner/proprietor) _____

Type of Business: _____

Products Sold/Service Provided _____

Reason for Leaving/Selling Business: _____

How does this job/business relate to the one you are proposing for this Centre?

Name of Company _____

Position Held _____

Commencement Date _____ End Date _____

Involvement (eg: owner/proprietor) _____

Type of Business: _____

Products Sold/Service Provided _____

Reason for Leaving/Selling Business: _____

How does this job/business relate to the one you are proposing for this Centre?



FOR RETAIL ONLY ~ BUSINESS PLANNING

Have you prepared a Business Plan? Yes No

If not, do you intend to prepare one? Yes No

Have you prepared a Marketing Plan Yes No

If not, do you intend to prepare one? Yes No

Have you received independent legal advice? Yes No

Have you received and reviewed the Lease and Disclosure Statement? Yes No

Have you received independent financial advice? Yes No

If is a new business, Have you undertaken a trail period working in the business? Yes No

Have you received independent advice regarding your estimated sales turnover of the business? Yes No

Have you appointed a shop fit designer? Yes No

If not, do you intend to use one? Yes No

FITOUT DESIGN / FITOUT CONSTRUCTION COMPANY DETAILS:

Name of contact _____

Address _____

State _____ Postcode _____

Company _____

Telephone _____ Mobile _____

Website _____

COMPANY STRUCTURE (whether formed yet or proposed to be formed):

Date of incorporation _____ State incorporated _____ Number of Shareholders _____

Authorised Capital:

_____ shares at a nominal value of \$ _____ c each.

Issued Capital:

_____ shares of \$ _____ c each paid to _____ c per share.



FOR RETAIL ONLY ~ PLEASE COMPLETE THE ATTACHED ASSETS AND LIABILITIES SCHEDULE. PLEASE COMPLETE ONE PER APPLICANT/DIRECTOR

DIRECTOR NAME:			
ADDRESS:			
ASSETS		LIABILITIES	
CURRENT:		CURRENT:	
Cash at Bank		Bank Overdraft	
I.B.D.'s		Creditors	
Debtors		Other	
Other			
TOTAL CURRENT	\$	TOTAL CURRENT	\$
Assets - Real Estate		Undischarged Mortgages	
1		1	
2		2	
3		3	
4		4	
Assets – Vehicles		Debt Owning on:-	
1. Cars		1. Cars	
2. Light Commercial		2. Light Commercial	
3. Heavy Commercial		3. Heavy Commercial	
4. Other		4. Other	
Other Assets:		Other Liabilities:	
Stock in Trade		Trade Creditors	
Furniture		Bills Payable	
Chattels		Taxation:	
TOTAL ASSETS	\$	TOTAL LIABILITIES	\$
Total Assets	\$		
Less Total Liabilities	\$		
Net Worth	\$		

I/We hereby certify that the above statement is true and correct and that all of the Assets And Liabilities listed therein are owned personally by me/us.

Signed: _____ Date: _____



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DIRECTOR NAME:			
ADDRESS:			
ASSETS		LIABILITIES	
CURRENT:		CURRENT:	
Cash at Bank	_____	Bank Overdraft	_____
I.B.D.'s	_____	Creditors	_____
Debtors	_____	Other	_____
Other	_____		
TOTAL CURRENT	\$ _____	TOTAL CURRENT	\$ _____
Assets - Real Estate		Undischarged Mortgages	
1		1	
2		2	
3		3	
4		4	
Assets – Vehicles		Debt Owning on:-	
1. Cars		1. Cars	
2. Light Commercial	_____	2. Light Commercial	_____
3. Heavy Commercial	_____	3. Heavy Commercial	_____
4. Other	_____	4. Other	_____
Other Assets:		Other Liabilities:	
Stock in Trade	_____	Trade Creditors	_____
Furniture	_____	Bills Payable	_____
Chattels	_____	Taxation:	_____
TOTAL ASSETS	\$ _____	TOTAL LIABILITIES	\$ _____
Total Assets	\$ _____		
Less Total Liabilities	\$ _____		
Net Worth	\$ _____		

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ADDRESS:			
ASSETS		LIABILITIES	
CURRENT:		CURRENT:	
Cash at Bank	_____	Bank Overdraft	_____
I.B.D.'s	_____	Creditors	_____
Debtors	_____	Other	_____
Other	_____		
TOTAL CURRENT	\$ _____	TOTAL CURRENT	\$ _____
Assets - Real Estate		Undischarged Mortgages	
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3		3	
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Assets – Vehicles		Debt Owning on:-	
1. Cars		1. Cars	
2. Light Commercial	_____	2. Light Commercial	_____
3. Heavy Commercial	_____	3. Heavy Commercial	_____
4. Other	_____	4. Other	_____
Other Assets:		Other Liabilities:	
Stock in Trade	_____	Trade Creditors	_____
Furniture	_____	Bills Payable	_____
Chattels	_____	Taxation:	_____
TOTAL ASSETS	\$ _____	TOTAL LIABILITIES	\$ _____
Total Assets	\$ _____		
Less Total Liabilities	\$ _____		
Net Worth	\$ _____		

I/We hereby certify that the above statement is true and correct and that all of the Assets And Liabilities listed therein are owned personally by me/us.

Signed: _____ Date: _____



FOR RETAIL ONLY ~

Please attach to this application a copy of your:

- Company's last annual report or
- Profit and Loss statement and balance sheet
- Copy of your rates notices verifying ownership of the properties detailed on the attached Assets and Liability statement
- Any photographs you feel may assist your application
- Any other information to assist and or support your application

PLEASE NOTE: The Assets & Liabilities statements need to be Certified by a Registered Accountant.

GENERAL NOTE:

As you would appreciate, for us to enter into a business arrangement with you, it will be necessary to contact all references noted above and undertake a full credit check on all applicants.

We would suggest that you mention to the referees that we will be contacting them at some time in the future.

OUR COMMITMENT TO PRIVACY

We are committed to using any personal information on the Leasing Application and any lease proposal/s in a way that respects your privacy.

By providing the information to us you are providing personal information to Empire Property Partners Pty Ltd, which will be used for the following purposes:

- Determining the appropriateness of the proposed tenancy
- Determining the prospective Tenant's financial stability
- Determining the prospective Tenant's experience

The information may also be used to assess your creditworthiness with a nominated referee or a credit agency.

Personal information may be shared with other entities such as the Landlord, it's solicitors and/or financial advisors but only for the above purposes.

For full details on our Privacy Policy please refer to the link on the Empire Property Partners website: www.empirepp.com.au



TENANT'S STATEMENT

We acknowledge that this preliminary application does not signify any contractual obligation on either party in respect of leasing premises/transfer of Lease in the noted centre.

We further understand that additional information may be required.

I/We declare that I/We, the Tenant(s) or proposed Tenant Company Directors, are not undischarged bankrupts, nor that any judgement has been recorded against the proposed Tenant Company or any of its directors or any Estate or asset has been assigned for the benefit of creditors.

Signed _____ Dated _____
(Director/Tenant)

Signed _____ Dated _____
(Director/Tenant)

Signed _____ Dated _____
(Director/Tenant)

Signed _____ Dated _____
(Director/Tenant)