



Property Group

ADELAIDE REAL ESTATE PROPERTY GROUP INCORPORATING

Adelaide Residential Real Estate | Adelaide Commercial Real Estate | Adelaide Strata

Assignment Application Form

Property Address:			
Sales Contract Date			
Preferred Settlement Date			
Proposed Use for tenancy:			
Does your proposed Use supply goods or services to the public?	YES / NO <i>(please circle relevant answer)</i>		
Are there any Conditions to the contract:			
Registered Name of Business:			
Postal Address:			
ACN Number:			
Contact Name:			
Drivers Licence #:			
Contact Phone #:	B:	M:	ABN Number:
Email Address:			
Personal Address:			
Lessee Name (the name the Lease will be in):			



Your Trading Experience:	
Trade Reference # 1:	
Company:	
Contact Name:	
Phone #:	
Trade Reference # 2:	
Company:	
Contact Name:	
Phone #:	
Trade Reference # 3:	
Company:	
Contact Name:	
Phone #:	
Current or Previous Landlord:	
Company:	
Contact Name:	
Phone #:	B: M:
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 judgement recorded against you? YES / NO	
If yes, please provide details:	



STATEMENT OF ASSETS AND LIABILITIES

ASSETS

<i>Ite</i>	<i>Detail</i>	<i>Valu</i>
<i>Property # 1</i>	<i>Address</i>	
<i>Property # 2</i>	<i>Address</i>	
<i>Property # 3</i>	<i>Address</i>	
<i>Furniture</i>		
<i>Vehicle # 1</i>	<i>Make Model</i>	
<i>Vehicle # 2</i>	<i>Make Model</i>	
<i>Plant & Machinery</i>		
<i>Stock</i>		
<i>Bank Savings</i>		
<i>Accounts Receivable</i>		
<i>Cash in Hand</i>		
<i>Other Assets</i>		
	TOTAL	

LIABILITIES

<i>Ite</i>	<i>Detail</i>	<i>Valu</i>
<i>Mortgage on Property # 1</i>	<i>Address</i>	
<i>Mortgage on Property # 2</i>	<i>Address</i>	
<i>Mortgage on Property # 3</i>	<i>Address</i>	
<i>Credit Card Debt</i>	<i>Bank</i>	
<i>Hire Purchase / Lease</i>		
<i>Overdraft</i>	<i>Bank</i>	
<i>Accounts Payable</i>		
<i>Other Liabilities</i>		
	TOTAL LIABILITIES	

I/We hereby certify that the above information is true and correct as the date of this application and that the assets as stated are held solely by me/us and are not held in a trust capacity.

Applicant's Signature

Date: / /

Applicant's Signature

Date: / /



100 Point Identification Check

Clients Name: _____

YOU MUST HAVE ONE ITEM IN THE PRIMARY DOCUMENTS CATEGORY

Primary Documents *Points* *Sighted and document copied* *Details of Document Office use only*
(license number, state issued, reference number, expiry date)

Primary Documents	<i>Points</i>	<i>Sighted and document copied</i>	<i>Details of Document Office use only</i> <i>(license number, state issued, reference number, expiry date)</i>
Passport (Current)	70		
Citizenship Certificate (original or certified copy)	70		
Birth Certificate	70		
Current Drivers Licence with Photo	40		

YOU MUST HAVE ONE ITEM IN THE SECONDARY DOCUMENTS CATEGORY

Secondary Documents

A Current Licence issued under law	40		
Current Tertiary Education ID (with photo)	40		
Current Identification Card issued to a Public Employee	40		
Social Security, Health Care or Pension Card	40		
Current credit and debit cards	25		
Medicare Card	25		
Utility Bill	25		
Mobile Telephone Account/Bill	25		

These documents MUST show your full name (not just initials) and be current.

NOTE: Identification is required for us to process the application.



Declaration: The Applicant acknowledges:

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous premises;
 - (b) My personal referees for this application;
 - (c) My current and past trade references;
 - (d) Any person who maintains any record, listing or database of defaults by tenants;
- and I authorize and consent to each of those persons providing requested personal information about me or my company to the Agent.

If I default under the commercial agreement, I agree that 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 within this application in order to:

communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and trade references.

communicate with the owner

prepare lease/tenancy documents

allow trades people or equivalent organizations to contact me

lodge/claim/transfer to/from a Bond Authority

refer to Tribunals/Courts & Statutory Authorities (where applicable)

refer to collection agents/lawyers (where applicable)

complete a credit check with a tenancy default database

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/tenancy of the premises. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

_____ Date: _____

Signing

*Every page must be initialed.

Name (Block Letters)

_____ Date: _____

Signing

Name (Block Letters)