

pharos retail

TENANT APPLICATION FORM To Lease Premises / Assignment of Lease

Thank you for your enquiry regarding occupying space at
In order that we may maintain the high standards of the asset, we would ask that you complete the following application and questionnaire and return same to our office for consideration.

Please Note: This is an application form only to lease premises and/or to take an assignment of a lease. It does not signify any acceptance by the owner of you as lessee and/or any consent to a proposed assignment of an existing lease.

As we may be in partnership for a number of years, we ask you to complete all details in full to avoid any delays.

1. PROPOSED LESSEE NAME (SOLE TRADER, PARTNERSHIP, COMPANY):

2. PROPOSED LESSEE ADDRESS (RESIDENTIAL, REGISTERED OFFICE IF COMPANY):

TELEPHONE: _____

3. CURRENT TRADING NAME:

4. TYPE OF BUSINESS:

5. FULL DESCRIPTION OF PRODUCTS TO BE SOLD:

6. ARE YOU A FIRST TIME RETAILER? YES or NO (Please tick 3)

7. PERCENTAGE OF SALES YOU WOULD EXPECT TO COMMIT ANNUALLY TO ADVERTISING YOUR STORE IN THE CENTRE:

_____ %

8. STATE WHAT YOU FEEL THE "POINT OF DIFFERENCE" IS THAT YOUR BUSINESS WILL OFFER OVER OTHER BUSINESSES OF A LIKE NATURE ALREADY OPERATING IN THE CENTRE:

9. TOTAL COST OF PURCHASING AN EXISTING BUSINESS (if applicable):

(a) The funds necessary to meet the above contract price are represented by:

Cash	\$
Loan funds (state source) _____	\$
Leasing	\$
Other	\$ _____
 TOTAL:	 \$ _____

(b) In what ways can you see of improving the turnover of the current business?

10. YOUR INDEPENDENT ESTIMATED TURNOVER FOR YOUR FIRST 12 MONTHS:

\$ _____

Estimated average sales per customer: \$ _____

11. WILL YOU BE MANAGING THE BUSINESS ON SITE YOURSELF OR APPOINTING A STORE MANAGER? (Please tick appropriate box)

Managing Self

Appointing Manager

12. WHAT WOULD YOU ANTICIPATE THE STORE'S STAFFING REQUIREMENTS TO BE?

Number of full-time _____ Part-time _____ Casual _____

Percentage of wages to sale _____%

13. BUSINESS REFERENCES:

On assignment an owner is entitled to require the submission of *'at least two references as to the financial circumstances of the proposed assignee or sub-tenant and at least two references as to business experience of the proposed assignee or sub-tenant'* (section 22.1(b) of the *Retail Tenancies Reform Act*).

(a) Name of Contact: _____
Address: _____
State: _____ Postcode: _____
Company: _____
Telephone: _____ Fax: _____

(b) Name of Contact: _____
Address: _____
State: _____ Postcode: _____
Company: _____
Telephone: _____ Fax: _____

(c) Name of Contact: _____
Address: _____
State: _____ Postcode: _____
Company: _____
Telephone: _____ Fax: _____

14. BANKERS:

Branch address: _____

Manager: _____ Phone: _____ Fax: _____

15. SOLICITORS:

Address: _____

Postcode: _____
Contact: _____ Phone: _____ Fax: _____

16. FULL NAMES AND ADDRESSES OF DIRECTORS IF PROPRIETARY LIMITED COMPANY:

(a) Full name: _____
 Residential address: _____
 State: _____ Postcode: _____
 Telephone: _____

(b) Full name: _____
 Residential address: _____
 State: _____ Postcode: _____
 Telephone: _____

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

(a) Date of incorporation _____
 State incorporated _____

(b) Authorised Capital:
 _____ shares at a normal value of \$ _____ ¢ each.

(c) Issued Capital:
 _____ shares of \$ _____ ¢ each paid to _____
 \$ _____ ¢ per share.

NOTE: Please attach the following to your application:

- A copy of your Company's last annual report or profit and loss statement and balance sheet;
- Certificates of Incorporation and Certificate of Registration of Business Name; and
- Photographs, if you feel it may assist your submission.

18. PLEASE COMPLETE THE ATTACHED ASSETS AND LIABILITIES SCHEDULE.

As you would appreciate, for us to enter into a business arrangement with you, it will be necessary to contact all references noted above.

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

Thanking you for your assistance.

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 _____.

We further understand that additional information may be required.

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

Signed: _____

Dated: ____/____/____

NAME :
 ADDRESS :

ASSETS	\$	LIABILITIES	\$
Current:		Current:	
Cash at Bank _____		Bank O/D _____	
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. _____	
Vehicles		Debt Owing On	
1. _____		1. _____	
2. _____		2. _____	
3. _____		3. _____	
4. _____		4. _____	
Other Assets:		Other Liabilities:	
Stock in _____		Trade Creditors _____	
Trade _____		Bills Payable _____	
Furniture _____		Taxation _____	
Chattels _____			
TOTAL ASSETS		TOTAL LIABILITIES	
Total Assets _____ Less Total Liabs _____ 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 : _____
 Signed : _____

Date : ____/____/____
 Date : ____/____/____