



DEVELOPING
EAST ARNHEM

Developing East Arnhem Limited Rental Renewal Application Form

Developing East Arnhem Limited provides industry and business with an opportunity to access housing to establish and grow their operations. Applications are assessed in line with the DEAL's Allocation Policy and Housing Use and Access Policy available.

This is a smart application form and can be submitted online without printing. Alternatively, please send your completed Application Form and any required attachments via email to pm@eare.com.au or deliver to the East Arnhem Real Estate office in the Nhulunbuy Industrial Area located at 6 Traeger Close.

If the occupant of the property is not the same as when the property was originally allocated to the Applicant, DEAL reserves the right to determine whether the allocated property is still fit for purpose and meets DEAL's requirements in relation to best utilisation of its assets.

SECTION 1 – APPLICANT (BUSINESS ENTITY)

**1A APPLICANT DETAILS
(Business Entity)**

1.01 Legal Name of Applicant (Business Entity)			
1.02 Current Workers Compensation Insurance		1.03 Current Public Liability Insurance	
Yes	No	Yes	No

**1B PRIMARY CONTACT DETAILS
(Person authorised to act on behalf of entity regarding rental property matters)**

1.04 Full Name		1.05 Position	
1.06 Primary Contact Details			
Telephone			
Mobile			
Email			

**1C ACCOUNTS CONTACT DETAILS
(if different to section 1B)**

Has this information changed from previously provided?

If no, continue to Section 2

1.07 Full Name		1.08 Position	
1.09 Accounts Contact Details			
Telephone			
Email			
1.10 Please indicate if you would prefer rental receipts be sent to the PRIMARY contact and/or ACCOUNTS contact			
Primary	Accounts		

SECTION 2 – UNDERSTANDING THE APPLICANT'S BUSINESS NEEDS AND CURRENT BUSINESS FOOTPRINT

2.01 Provide original reason given when applying for this DEAL property	
2.02 Is the reason given at 2.01 still applicable? If No, provide new reason	
2.03 Total number of current employees of the business entity based in Nhulunbuy	2.04 Current number of employees of the business entity based in Nhulunbuy of the following types:
	<ul style="list-style-type: none"> Casual Contract Permanent Part-Time Permanent Full-Time Apprentices/Trainees
2.05 Total number of residential premises currently rented by the Applicant in Nhulunbuy	2.06 Total number of properties currently rented by the Applicant in Nhulunbuy from:
	<ul style="list-style-type: none"> DEAL Rio Tinto, NTG or Commonwealth Private Market
2.07 Total number of residential properties in Nhulunbuy owned by the Applicant, owners or directors	2.08 Total number of the properties identified in 2.07 occupied by the Applicant's employees, owners or directors

SECTION 3 – PROPERTY AND OCCUPANT DETAILS

3A PROPERTY FOR LEASE RENEWAL

3.01 Please type the address of the property you are seeking a lease renewal for	
3.02 Preferred lease duration	3.03 Is property currently vacant? Yes No
3.04 If you answered Yes to 3.03, please advise reason for vacancy	3.05 If you answered Yes to 3.03, please advise expected date for property to be occupied
3.06 Have occupant details or occupant position details changed from as previously advised for this property? Yes No	

3B PROPERTY OCCUPANT EMPLOYMENT POSITION/S

3.07 Will multiple employees of the Applicant be residing in this property? Yes No	3.08 If YES to 3.07, please advise how many
3.09 Position/s of the employee/s who will be residing in the property	3.10 Is this application for an executive or specialist employment position? Yes No
3.11 Employment types of employee/s residing in the property Casual - please indicate approx hours per week Contract - please indicate contract term Permanent Part-Time Permanent Full-Time (38+ hours per week)	
3.12 Is/are the employment position/s this application relates to currently vacant? Yes – continue to Section 4 but please note, you will be required to complete all remaining sections once this information is available to you. No	

SECTION 3 – PROPERTY AND OCCUPANT DETAILS

3B PROPERTY OCCUPANT EMPLOYMENT POSITION/S (continued)

3.13 Is/are the proposed Occupant/s currently based in Nhulunbuy or will they be relocating to the region?	
Nhulunbuy based (already occupying this property) – continue to section 3C	
Nhulunbuy based (not yet occupying this property)	
Relocating	
3.14 If relocating to Nhulunbuy, please advise current location/s and expected relocation date/s	
Current Location/s	Expected relocation date/s
3.15 If not relocating, please advise current accommodation arrangements for employee and reasons why alternative accommodation is required	
Current Accommodation Arrangements	Reason for alternative accommodation

3C OTHER OCCUPANTS OF PROPERTY

3.16 Total number of adults who will be living at the property	3.17 Total number of children (<16) who will be living at the property
3.18 Total number of pets <i>Please note: Pet Application will be required either at start of tenancy or if pet has been acquired during the lease.</i>	
Dogs	
Cats	
Other - please provide details	

3D PREFERRED CONTACT DETAILS FOR OCCUPANT OF PROPERTY

3.19 Occupant Contact Name	3.20 Occupant Phone (mobile preferred)
3.21 Occupant Email	
3.22 Occupant's Emergency Contact Person Name	3.23 Occupant's Emergency Contact Person's Number (mobile preferred)

SECTION 4 – COMPLIANCE WITH DEAL RENTAL PROPERTY REQUIREMENTS CHECKLIST

This section aligns with DEAL's Housing Use and Access Policy and Application Procedure.

Please initial each statement as an indication of your compliance against each and ensure requested documents are attached to your application.

Please note that DEAL may, from time to time request additional information in order to support your application.

- 4.01 I confirm that all information providing in this application is true and correct and I undertake to advise as soon as practicable if any information provided materially changes.
- 4.02 I confirm that the person named at item 1.07 is authorised to act on behalf on the listed Company / Organisation named at item 1.01 in relation to this Application.
- 4.03 I confirm that the premises are intended for staff accommodation and will not be used as the primary place of business for the Applicant.
- 4.04 I confirm there will be no reduction in private housing holdings currently held by the business entity because of this Application.
- 4.05 I confirm that correct and accurate financial data has been provided which demonstrates capacity to meet rental obligations for the requested duration of lease.
(Note: only required to be provided on request or if the business has been operating for less than two years. Information requested may be a bank statement of the business entity clearly showing financial position and/or a letter from the business entity's accountant).
- 4.06 I confirm that the rent I am charging my occupant is no greater than the rent charged to me by DEAL.
- 4.07 I confirm that the Occupant/s named in section 3D are employees of the business entity and will be residing in the property. If the Occupant/s details change I will notify the managing agent in a timely fashion by completing a blank copy of Sections 3.07 – 3.23 of this document and submitting it to pm@eare.com.au to enable the Occupant's details to be kept current.
- 4.08 I confirm that I have attached or previously provided proof of current Public Liability Insurance for the Company / Organisation named at item 1.01 in relation to this Application.
- 4.09 I confirm that I have attached or previously provided proof of current Workers Compensation Insurance for the Company / Organisation named at item 1.01 in relation to this Application.

SIGNATURE

Date

SECTION 5 – CONFIDENTIALITY AND PRIVACY

DEAL and its managing agent will use best endeavours to keep your Application confidential. DEAL and its managing agent are committed to the protection of your personal information, and handling of that information in accordance with the Australian Privacy Principles and the Privacy Act 1988 (Cth) (Privacy Act). DEAL will collect personal information about you, in the course of you completing this Application Form and (if applicable) in the course of your tenancy. DEAL's privacy policy located at <http://www.developingeastarnhem.com.au/privacy-policy/> sets out our procedures for the handling of personal information, and information on seeking access or correction, and about making a complaint, including how complaints will be handled. By providing DEAL with personal information about a third party (e.g. a primary contact) you warrant that that person consents to DEAL collecting and handling their personal information in accordance with our privacy policy.