

# Tradespersons Application

## 1. Personal Details

Title  Surname  Forename(s)   
Residential Address

## 2. Your Company Details

Company Name   
Trading Name If Different   
Company Address   
Telephone  Mobile   
Email where work orders should be sent   
ABN  Is your business exempt from GST? Yes  No

## 2. Bank Details for payment of invoices

Institution e.g. NAB  Account Name   
Branch Sort Code  Account Number

## 3. Scope Of Business

Core Business Activity   
Secondary Business Activity

Do you offer any other services for which you would like to be considered for work?

## 4. Trade References

### Reference 1

Contact Name  Telephone Number

Company Name

Email Address

### Reference 2

Contact Name  Telephone Number

Company Name

Email Address

## Supporting Documentation

Please supply up to date copies of the following documentation / evidence to support your application

**License**  
A copy of the current licenses applicable to the trade for which we are engaging your services

**Insurance Documentation**  
A copy of your **paid** insurance policies for Workers Compensation (if you engage employees) and public liability/indemnity with a sum insured of not less than \$20,000,000. The policy is to include the name of the insured person/entity, the commencement and expiry dates of the policy, the full sum insured and a confirmation that the premium has been paid and the policy is in effect.

**Police Clearance Certificate**  
As you will be entering our tenanted properties, at times without the tenant present (with their prior consent) we require you and each of your team to provide a recognised, current Police Certificate.

## Signed

Full Name  Signature  Date

## For Office Use - Checklist

Application Fully Completed  References Passed  All Documents Supplied and valid

Signed  Details entered into system