

LEASE

Instruction Sheet

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Client |
| [ ]  Lessor (Landlord)  | [ ]  Lessee (Tenant) |
| Name: |  |
|  |  |
| Address: |  |
|  |  |
| Postal address: | *As above* [ ]  *or* |  |
|  |  |
| Contact: | W: |  | H: |  | Fax: |  |
| Mobile: |  | Email: |  |
| Occupation: |  | Date of birth: |  |
| If company, ACN: |  | Directors: |  |

|  |
| --- |
| Other party |
| [ ]  Lessor / Assignor  | [ ]  Lessee / Sub-lessee / Assignee |
| Name: |  |
|  |  |
| Address: |  |
|  |  |
| Postal address: | *As above* [ ]  *or* |  |
|  |  |
| Contact: | W: |  | H: |  | Fax: |  |
| Mobile: |  | Email: |  |
| Occupation: |  | Date of birth: |  |
| If company, ACN: |  | Directors: |  |

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| Guarantors |
| **A.** | Full name: | **IF THE TENANT IS A COMPANY, PLEASE FILL THIS SECTION IN IF PERSONAL GUARANTEES ARE REQUIRED.** |
|  | Details: |  |
| **B.** | Full name: |  |
|  | Details: |  |

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| Solicitor for other side |
| Firm: |  |
| Contact name: |  |
| Address: |  |
| DX: |  |
| Postal address: | *As above [ ]  or* |  |
| Contact: | Phone: |  | Fax: |  |
|  | Mobile: |  | Email: |  |

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| --- |
| Real estate agent |
| Agent: |  |
| Contact name: |  |
| Address: |  |
| Contact: | Phone: |  | Fax: |  |
|  | Mobile: |  | Email: |  |

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| Premises |
| Certificate of Title Reference(s) for the property: |  |
| Building name: |  | Floor/Suite no.: |  |
| Building address: |  |
| Retail shopping centre: | [ ]  Yes [ ]  No |
| Lettable square area: |  |
| Mortgages/charges over property held by: |  |

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| Lease details |
| Term: |  |  *years/months* |
| *For retail leases if less than five years a Section 20K(3) Certificate required otherwise default five year term.* |
| *Retail tenancy must be one month or more.* |
| Commencing date: |  | Terminating date: |  |  |
| Bond: | [ ]  Yes [ ]  No |
| If yes, details: |  |
| Option to renew: | [ ]  Yes [ ]  No |
| If yes, details: |  |
| Rent: | $ |  |  a year by monthly instalments of | $ |  |
|  | [ ]  Includes GST | [ ]  GST additional |  |
| *Note: Annual rent of more than $250,000 means the Retail and Commercial Leases Act does not apply.* |
| Reviews: |
|  | [ ]  CPI | [ ]  Current market | [ ]  Fixed amount or |  |  % |
|  | [ ]  Annual | [ ]  Other: |  |  |
| At renewal: |
|  | [ ]  CPI | [ ]  Current market | [ ]  Fixed amount or |  |  % |
| Thereafter: |
|  | [ ]  CPI | [ ]  Current market | [ ]  Fixed amount or |  |  % |
|  | [ ]  Annual | [ ]  Other: |  |  |
| Outgoings payable by: |
|  | [ ]  Lessor  | [ ]  Lessee |
| Proportion payable: |
|  | [ ]  100% | [ ]  Other: |  |  |
| Outgoings include: |
|  |
|  |
| Interest rate: |  |  % | Public liability insurance | $ |  |  |
| Other insurances required: |  |
| Permitted use: | [ ]  OK [ ]  Change |
| Details: |  |
|  |
| Any licences or business approvals required: | [ ]  Yes [ ]  No |
| Mortgagee’s consent required: | [ ]  Yes [ ]  No |
| Mortgagee’s details: |  |
|  |
|  |
| Charge: |  |  |

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| Additional clauses |
| [ ]  Not required  |
| [ ]  Amend/add as follows: |
| *e.g. The lessor to replace the air-conditioning when beyond economical repair.* |
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|  |
| Disclosure Statement: | [ ]  Done by agent [ ]  To be done [ ]  Not required |