

LEASE

Instruction Sheet

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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: | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| 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 |