

**Commercial Lease**

**Checklist and Information required**

**KELLY KELLY LEGAL**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Who owns the property?**

**Is the property owned by a Trust?**

🞎 Yes – Trust Name

 Name of Trustee

***NOTE: Please email us a copy of the Trust Deed for audit purposes.***

🞎 No

**Is the property owned by a Company?**

🞎 Yes – Company name A.C.N.

🞎 No

**Is the property owned in a personal capacity?**

|  |
| --- |
| **OWNER (Landlord // Lessee):** |
| **Owner #1** | Full Names: Mr / Mrs / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_Name of accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Owner #2** | Full Names: Mr / Mrs / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_Name of accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Owner #3** | Full Names: Mr / Mrs / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_Name of accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Owner #4** | Full Names: Mr / Mrs / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_Name of accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Is the owner registered for GST?**

🞎 Yes

🞎 No

**What is the ABN for the owner?**

**Who will be renting the property?**

**A Trust?**

🞎 Yes – Trust Name

 Name of Trustee

***NOTE: Please email us a copy of the Trust Deed for audit purposes.***

🞎 No

**A Company?**

🞎 Yes – Company name A.C.N.

🞎 No

**Personal capacity?**

|  |
| --- |
| **Details of leasing entity/ tenant (referred to as a “Lessee”):** |
| **Lessee #1** | Full Names: Mr / Mrs / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_Name of accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Lessee #2** | Full Names: Mr / Mrs / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_Name of accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Lessee #3** | Full Names: Mr / Mrs / Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_Name of accountant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Relationship between the Landlord (lessor) and Tenant (lessee)**

**Are the Landlord and Tenant related?**

|  |  |
| --- | --- |
| [ ]  yes | [ ]  no |

**Details about the property being rented:**

|  |
| --- |
| **PROPERTY:** |
| **Property #1** | CT reference (e.g. 5547/98) Volume\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Folio\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CT reference (e.g. 5547/98) Volume\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Folio\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CT reference (e.g. 5547/98) Volume\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Folio\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CT reference (e.g. 5547/98) Volume\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Folio\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CT reference (e.g. 5547/98) Volume\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Folio\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approximate square metres \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Improvements:* House
* shop
* shed
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a mortgage registered over the property? 🞎 Yes 🞎 No 🞎 Not sure |
|  | **Other notes about the building/ property:** |

**General information**



**Are there any areas of property being excluded from the lease?**

(for example, other shops, other parts of the building, garden areas, car parks etc)

[ ]  excluded item

[ ]  excluded item

[ ]  excluded item

[ ]  excluded item

[ ]  excluded item

[ ]  excluded item

**Are there currently any tenancies (i.e. people leasing the property)?**

|  |  |  |
| --- | --- | --- |
|  | Term of the lease: | From: / / until: / / |

**What is the total rent to be paid each year?**

$ plus GST (if applicable)

How often will the lease be paid?

* Weekly date: which day of the week
* Monthly date: the day of each month
* each second month date: the day of each second month
* each quarter
* every six months
* annually

**Key terms:**

|  |  |
| --- | --- |
| **When will the lease start? (date):** |  |
| **When will the lease end? (date):** |  |
| **Will the tenant be able to extend the lease for a further term (or terms)?** | 🞎 Yes 🞎 No  |
| **If so, how long will the first extra term be (in years)** |  |
| **If more than one extra term, please state how many extra terms (total) (i.e. 2 further terms of 2 years each)** |  |
| **Will the lease increase each year of each term by CPI** | 🞎 Yes 🞎 No **(if no, please indicate if it will be a fixed percentage increase, market increase or no increase):**🞎 fixed percentage increase (i.e. 3% per year) 🞎 Market increase (i.e. to be increased each year as determined by a licensed valuer) 🞎 no increase (i.e. the rental will stay the same each year of the term) 🞎 I am not sure and require advice from Kelly Kelly Legal  |
| **If there will be the option for further terms, will the lease at the start of the new term be determined by market rent review, CPI or fixed percentage?**  | 🞎 fixed percentage increase (i.e. 3% per year) 🞎 Market increase (i.e. to be increased as determined by a licensed valuer) 🞎 no increase (i.e. the rental will stay the same as it was previously) 🞎 I am not sure and require advice from Kelly Kelly Legal  |
| **Permitted Use (e.g. restaurant or physiotherapy consulting rooms etc):** |  |
| **What is the Lessor’s bank account for the lease to be paid into?****(if no account provided, we will simply word the lease “the account nominated by the Lessor”)** | **Name of account:****BSB:****Account No:** |
| **Who will pay the Council rates and levies** | 🞎 Landlord 🞎 Tenant  |
| **Who will pay the Emergency Services Levy?** | 🞎 Landlord 🞎 Tenant  |
| **Who will pay the SA Water quarterly supply charge?** | 🞎 Landlord 🞎 Tenant  |
| **Who will pay the SA Water usage?** | 🞎 Landlord 🞎 Tenant  |

**Outgoings**

The law states that the Landlord must provide a Disclosure Statement to the tenant.

Most leases are not binding unless this is provided.

We will prepare this for you, however we need some information from you (See below):

**Who will pay the following expenses?**

|  |  |  |
| --- | --- | --- |
| **Outgoing** | **Person to be responsible** | **If the tenant is to pay, then you must state how much the cost is per year as an estimate** |
| local government rates and charges | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| electricity | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| gas and oil | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| water and sewerage rates and charges | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| sewerage disposal and sullage | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| energy management systems | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| air conditioning/ventilation | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| building intelligence and emergency systems | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| fire protection | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| security | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| lifts and escalators | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| public address/music | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| signs | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| public telephones | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| insurance | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| pest control | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| uniforms | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| car parking | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| child minding | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| gardening | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| cleaning | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| audit fees | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| management costs | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| maintenance and repairs | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| Water usage | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| Emergency Services Levy | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| Wheelie Bin hire fee | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| other *[please specify]* | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| other *[please specify]* | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |
| other *[please specify]* | 🞎 Landlord 🞎 Tenant OR 🞎 each pay half  |  $  |

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**Are there any special conditions to be included in the lease?**

**Checklist of documents to provide to Kelly Kelly Legal**

* Copy of Council rates for the property
* Copy of SA Water bill for the property
* Copy of the Emergency Services Levy for the property
* Copy of relevant Trust Deeds (if applicable)

**Insurance**

Are you happy with the default position outlined below in respect of insurance?

🞎 Yes 🞎 No

If no, please advise what amendments you require:

The **default position** is as follows:

The Lessee must:

* + 1. take out on or before the Commencement Date and keep current during the Term insurance in respect of:
			1. public risk in respect of the Premises for an amount not less than that specified in clause \* of the Schedule for any single event or for any other amount as the Lessor may reasonably require from time to time;
			2. plate glass, glass windows, doors and partitions forming part of the Premises for their full replacement and reinstatement value;
			3. the Lessee’s Fixtures and Fittings and other property of the Lessee in the Premises for their full replacement and reinstatement value;
			4. workers’ compensation for the Lessee’s employees in accordance with applicable Laws; and
			5. any other matter the Lessor acting reasonably may deem proper from time to time;
		2. ensure that each policy taken out under sub-clause 1.1.1:
			1. is on an occurrence, not claims made, basis;
			2. is taken out with an independent and reputable insurer;
			3. has no exclusions, endorsements or alterations (except with the Consent of the Lessor);
			4. is for an amount and contains conditions acceptable to and as required by the Lessor and/or the Lessor’s insurer(s);
		3. pay all premiums and other moneys payable in respect of any insurance policy required under this clause \* whenever they are due and payable and whenever reasonably required, provide to the Lessor a copy of the insurance policy;
		4. not at any time during the Term do anything such that any insurance (whether taken out by the Lessee under this clause \* or by the Lessor) may be vitiated or rendered void or voidable or (except with the Consent of the Lessor) so that the rate of premium on any such insurances may be liable to be increased;
		5. from time to time as and when required by notice from the Lessor pay all extra premiums if any are required on account of any extra risk caused by the Lessee’s particular use or occupation of the Premises;
		6. notify the Lessor immediately if any insurance policy required by this clause \* is cancelled or an event occurs which may allow a Claim or affect rights under an insurance policy in connection with the Premises or property in them; and
		7. not enforce, conduct, settle or compromise a Claim under any insurance policy required by this clause \* (other than the policy specified in paragraph \*), even if that policy also covers other property of the Lessee, if the Lessor gives the Lessee a notice that the Lessor wishes to do these things.
	1. Continuation of liability

Any obligations of the Lessee under this clause \* in respect of any act, matter or thing which happens before the expiration of the Term shall continue after its expiration.

**Who will pay in the costs?**

Please tick the boxes below if you have reached an agreement in relation to the costs that is different from the usual course. Otherwise, we will put a clause in the contract that the fees be paid in the usual manner.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost** | **Vendor to pay** | **Purchaser to pay** | **Vendor and Purchaser to pay one half** |
| **Kelly Kelly Legal professional fees for reparation of Lease***Usually shared equally* |  |  |  |
| **Registration of Lease Fee (Government Fee)***Usually paid by tenant* |  |  |  |
| **Registration of Lease Professional Fee (Kelly Kelly Legal)***Usually paid by tenant* |  |  |  |
| **Pexa Online registration fee***Usually paid by tenant* |  | √ |  |
| **The costs of preparing any plan or diagram required for this Lease to be registrable in the Lands Titles Office***Usually paid by tenant* |  |  |  |

**Authority for Kelly Kelly Legal to commence preparation of Lease, searches etc**

**CLIENT’S AUTHORITY:**

I (name) AUTHORISE AND DIRECT **Kelly Kelly Legal** to commence work on the following:

√ Lease document

√ Searches for the Lease

√ I acknowledge that I will be liable to pay these costs in the event that the transaction does not proceed

√ I am authorised to sign on behalf of the Lessor

Signed:

Dated: / /

**\*\*\* Indicative fees in respect of the above work is:**

1. Lease preparation (between. $1,000 to $1,500 plus GST)
2. Searches for the Lease (approximately $28.50 plus GST- this is for 1 title, extra costs incur for more than 1 title)