**Premises:**

Address:

**Landlord Details as per Certificate of Title**

Name of Individual/Company:

Address:

*If company provide ACN:*

*If trust provide ABN*:

**Tenant Details**

Name of Individual/Company:

Address:

*If company provide ACN:*

*If trust provide ABN*:

**Guarantor/s Details**

Name of Individual:

Address:

**Term of the Lease**

years

**Commencement Date**

2019

**Further Terms**

further terms of years each

***e.g. Two (2) further terms of three (3) years each***

**Rent**

$ per annum plus / inclusive GST

Payable by monthly instalments in advance on 1st day of every month (pro rata)

**Rent free period if any?**

**Building Outgoings**

% of all building outgoings - ***insert percentage e.g. 100%***

Are there any outgoings that benefit *all the land* of which the Tenant only occupies a proportion? Eg Body Corporate fees. If so, please provide the proportion that the lettable area bears to the total area of the building: %

**Landlord Installations**

List all Landlord installations

**Tenant Installations**

List all Tenant Installations

**Permitted use- please detail in full**

**Review**

CPI Review or Fixed %

Market Review at the commencement of the further term: Yes / No (delete appropriate)

**Security Deposit**

An amount equivalent to months’ rent plus GST/Inclusive of GST being $

payable at the start of the Lease by bank cheque, direct transfer or bank guarantee to be held with Landlord/Agent (delete appropriate)

**Landlord Works**

List any Landlord works or advise if “Not Applicable”

**Tenant Works**

List any Tenant works or advise if “Not Applicable”

**Existing Structures, fixtures, plant and equipment in the premises, provided by the Landlord**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Please tick as appropriate]   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | air conditioning | |  | plastered walls | |  | cool room | |  | shop front | |  | floor coverage | |  | sink | |  | grease trap | |  | sprinklers | |  | hot water service | |  | suspended ceiling | |  | lighting | |  | telephone | |  | mechanical exhaust | |  | water supply | |  | painted walls | |  | waste | |  | electrical distribution load (3 phase) | |  |  | |  | electrical distribution load (single phase) | |  |  | |  | separate utility meter – gas | |  |  | |  | separate utility meter – water | |  |  | |  | separate utility meter – electricity | |  |  | |  | other |  | | | |

**Services and facilities provided by the landlord for the benefit of the premises**

Please list any services e.g. security or advise if “Not Applicable”

**Number of Car Spaces**

Total spaces:

Available for customers of the building:

Reserved for Tenant’s use only:

**Tenant’s Fit Out Works**

**Is the Landlord contributing to the cost of the tenant’s fit out?**

Yes / No (delete appropriate)

**Outgoings estimate for annual 12-month period:**

List all outgoings payable by the Tenant including the dollar amount:

**Other Costs arising under the Lease**

*Outline any costs arising under the lease including up-front costs or other costs not part of the outgoings and not referred to in the Disclosure Statement* **(List costs or advise if “Not Applicable”)**

**Alteration works to the Premises**

*Are there any alteration works or demolition works, planned or known to the Landlord at this point in time, to the premises or building, including surrounding roads during the tern or any further term or terms* **(List Works e.g. Car Park Construction on Fred’s Lane, Moorabbin or advise if “Not Applicable”)**

**Alteration works to the Land Adjacent or in close proximity**

*Are there any alteration works or demolition works, planned or known to the landlord at this point in time, to the land adjacent to or in close proximity to the premises or building during the tern or any further term or terms* **(List Works e.g. Car Park Construction on Fred’s Lane, Moorabbin or advise if “Not Applicable”)**

**Other Disclosures**

*Are there any current legal proceedings in relation to the lawful use of the premises or building?* **(List legal proceedings or advise if “Not Applicable”)**

**Representations by the Landlord**

*Any other representations by the Landlord or the Landlord’s Agent*

Signature of Landlord/s OR Tenant/s

Date:

………………………………………………………. ……………………………………………………….

*Signed Signed*

……………………………………………………… ………………………………………………………

*Print Name Print Name*