



## Proposal to Lease Commercial / Retail Premises

**Property** \_\_\_\_\_

**Proposed Use** \_\_\_\_\_

**Lessee** \_\_\_\_\_

**Company** \_\_\_\_\_

**ABN** \_\_\_\_\_ **ACN** \_\_\_\_\_

**Trading As** \_\_\_\_\_

Registered for GST Yes / No

**Lessee Home Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email** \_\_\_\_\_

**Solicitor** \_\_\_\_\_

**Accountant** \_\_\_\_\_

### Preferred Lease Terms

Lease Commence \_\_\_\_\_ Lease End \_\_\_\_\_ Term \_\_\_\_\_

Options Required \_\_\_\_\_

Rental \_\_\_\_\_ p/a plus GST

Outgoings \_\_\_\_\_ p/a plus GST

Total \_\_\_\_\_ p/a plus GST

Payable Monthly in advance on the first day of each calendar month

Review of Rent CPI annually - Market Review at exercise of Option

### Referees

1 \_\_\_\_\_

2 \_\_\_\_\_

### Guarantors (Required if a Company is to be the Lessee)

(If Lessee is a Company then at least one Directors details must be provided as Guarantor)

1 \_\_\_\_\_

2 \_\_\_\_\_

**Security Deposit:** A bond of one month rental + GST will be lodged with the owner or their agent upon execution of the lease.

**Lease Preparation:** A lease preparation fee of \$225 must be paid before documentation is prepared and is non refundable.



**Fit Out Requirements**

Works the Lessee proposes to undertake at their expense

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Works the Lessee proposes be undertaken at the Lessor's expense

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**Special Conditions**

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Where applicable the following special conditions shall be included in the lease:

**Air Conditioning**

Lessee responsible for professional maintenance and cleaning; Lessor remains responsible for break-down and repair

**Lessee Works**

All works approved by the Lessor and undertaken by the Lessee shall:

- 1 Conform with all relevant building codes and Council requirements
- 2 Be undertaken by suitably qualified tradespersons
- 3 Be at the Lessee's expense
- 4 Be subject to a "make good clause" at the Lessor's discretion at the end of the lease
- 5 Commence once a final plan of proposed works is presented to and approved by the Lessor

**Signatures**

The details above are provided as the basis of an offer by the prospective Lessee to the Lessor and are subject to the agreement of the Lessor. The Lessee acknowledges that should they request that Lease documents be prepared and they do not proceed, they will forfeit the \$225 lease preparation fee.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Bank Details for Direct Deposit**

Account      VIP Realty Rental Trust Account  
ANZ            BSB 014 655  
Account      2974 75903