

New Lease instructions

Complete this form by hand and email a copy to leasedocs@lynchmeyer.com.au for a quick and easy Lease. Alternatively, post this form to GPO Box 467, Adelaide SA 5001 or fax this form to 08 8223 2722.

Our fees for a standard Memorandum of Lease without any customised commercial terms is \$880. Our fees for additional services are associated with a Lease are set out below. All fees are GST inclusive but exclude any disbursements.

PART A - GENERAL INSTRUCTIONS

Our Client

If we are acting for more than one party, please attach the details of the other parties.

Name	_____
ACN/ABN/ARBN	(if applicable) _____
Address	_____ _____
Role	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant

Contact Person

Name	_____
Telephone	_____
Email	_____
Relationship with client	_____

Other party

If there are more than one, please attach the details of the other parties.

Name	_____
ACN/ABN/ARBN	(if applicable) _____
Address	_____ _____
Role	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant

Property to be leased

Upload any available plans

Address	_____ _____
CT reference	(if known) _____
Size of leased space	(in square metres) _____
Plan reference	(if known) _____
Permitted uses	_____
Shopping Centre	If the premises are part of a shopping centre, complete Part C

Dates

Lease commencement	_____
Rent payable from	_____
Access available from	_____
Outgoings payable from	_____

Rent

Starting rent	\$ _____	<input type="checkbox"/> GST inclusive	<input type="checkbox"/> GST exclusive
Payable	<input type="checkbox"/> Monthly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> In advance <input type="checkbox"/> In arrears

Term	Initial term				
	Options to renew	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three
	Term of renewal periods				
Rent review		At commencement of term		Annually during term	
Nominate either none, market review, fixed percentage, fixed amount, CPI or CPI plus fixed percentage.	Initial term	_____		_____	
	1st renewal	_____		_____	
	2nd renewal	_____		_____	
	3rd renewal	_____		_____	
Security	Type	<input type="checkbox"/> Bank guarantee	<input type="checkbox"/> Security Deposit	<input type="checkbox"/> Bond	
Our additional fees to prepare a personal guarantee are \$220.	Value	\$ _____ or the equivalent of: _____			
	Personal guarantees	<input type="checkbox"/> Required. Please provide names and addresses of all guarantors.			
Insurance	Tenant is to hold	<input type="checkbox"/> Building	<input type="checkbox"/> Public liability	<input type="checkbox"/> Plate glass	
		<input type="checkbox"/> Loss of rent	<input type="checkbox"/> Plant and equipment		
	Landlord is to hold	<input type="checkbox"/> Building		<input type="checkbox"/> Public liability	
	Other	_____			
Maintenance and alterations	Tenant is to	_____			
	Landlord is to	_____			
	Make good at end of Lease	<input type="checkbox"/> Required	<input type="checkbox"/> Not Required		
Mortgagee Consent and Registration	Name of mortgagee and contact details of bank manager	(if required) _____			
Our fee to coordinate mortgagee consent and production of the CT is \$275. Our fee to attend to the registration of the Lease at the Lands Titles Office is \$110.	Registration at Lands Titles Office	<input type="checkbox"/> Required		<input type="checkbox"/> Not Required	
Outgoings	Tenant is to pay	<input type="checkbox"/> All outgoing		<input type="checkbox"/> No outgoing	
		<input type="checkbox"/> Some outgoing			
		If the tenant is required to pay outgoing, complete Part B.			
	How are outgoing calculated	_____			

Other instructions	Other charges payable by tenant	_____			
	Other rights of tenants	_____			
	Other obligations of tenants	_____			
	Any other comments or instructions	_____			

PART B - OUTGOINGS

Estimates

This is a summary only of those expenses anticipated or known to the Landlord at the time of preparing the Disclosure Statement.

Local government rates and charges	\$
Electricity	\$
Gas and oil	\$
Water and sewerage rates and charges	\$
Emergency Services Levy	\$
Sewerage disposal and sullage	\$
Energy management systems	\$
Air conditioning/ventilation	\$
Building intelligence & emergency systems	\$
Fire protection	\$
Security	\$
Lifts and escalators	\$
Public address/music	\$
Signs	\$
Public telephones	\$
Insurance	\$
Pest control	\$
Uniforms	\$
Car Parking	\$
Child minding	\$
Gardening	\$
Cleaning	\$
Audit fees	\$
Management costs	\$
Maintenance and repairs	\$
Other [<i>specify</i>]	\$

PART C – SHOPPING CENTRE INFORMATION

Location

Name of centre _____

Address of centre _____

Details

Demolition clause Required Not required

Relocation clause Required Not required

Percentage Rent No Yes, _____%

Promotional levy payable by tenant No Yes, \$_____ or _____%

Number of shops in centre _____

Total lettable area of centre _____

Facilities provided by landlord _____

Disclosure Statement

Our fees to prepare a disclosure statement are \$275 within a shopping centre or \$165 outside of a shopping centre.

Do you require LeaseDocs to prepare a disclosure statement No Yes

If you require LeaseDocs to draft the Disclosure Statement, complete Part D

PART C – DISCLOSURE STATEMENT PARTICULARS

Centre details

Core trading hours	_____
Total parking spaces	_____
Tenant parking spaces	_____
Proposed changes to centre	_____ _____

Tenant Mix

Current Provide us with a plan of the centre showing the current tenant mix.

- Future**
- The Tenant is assured that the current tenant mix will not be altered to the Tenant's disadvantage by the introduction of a ; **OR**
 - The Landlord is not prepared to give the Tenant an assurance that the current tenant mix will not be altered to the Tenant's disadvantage by the introduction of a competitor.

Proposed changes

Process for future changes

Other

Tenants association If there is a tenants association, provide details of the nature of the tenant association for the centre, the voting rights of members and the contributions payable by members.

Advertising Provide detail of the costs the tenant is required to pay for advertising and promoting of the shopping centre.