

n. panos & associates

solicitors

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Principal: **Nicholas Panos**
Bec, LLB (Hons)
LLM, F.T.I.A.
Acc. Spec. (Tax.)

Commercial Lease Schedule

1. Your Details

Name	
Address	
Phone Number	
Email Address	

2. Landlord Details

If Individual Landlord

Full Name(s)	
Address for service of documents	

If Company Landlord

Company Name	
ACN	
Address for service of documents	

3. Tenant Details

If Individual Tenant

Full Name(s)	
Address for service of documents	

If Company Tenant

Company Name	
ACN	
Address for service of documents	

4. Agent Details

Agent Name	
Agent Address	
Phone Number	
Fax Number	
Contact Person	

5. Premises

Address of Premises to be Leased	
Permitted use of Premises	

6. Term

Commencement Date of Lease	
Termination Date of Lease	

7. Option

Option to Renew Lease?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, how many years?	

8. Rent

Annual Rent amount including GST per period	
Rent Period (<i>e.g. paid monthly or fortnightly</i>)	
Day rent is due and how often (<i>e.g. 1st of every month</i>)	
Rent Reviews	Annually at a Fixed Percentage Increase (<i>e.g. 4%</i>) <input type="checkbox"/> _____ OR At CPI <input type="checkbox"/>

9. Security Deposit

Security Deposit Amount	
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10. Outgoings

Tenant to pay 100% of Outgoings?	
If No, what is the Tenant's percentage of Outgoings?	

11. Registration of Lease

Would you like us to Register the Lease with LRS? **Yes** **No**

12. GST

Is the landlord registered for GST?	
Is the tenant registered for GST?	

13. Insurance

Amount of cover for public liability (e.g. \$20,000,000)	
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