



## LEASES APPLICATION FORM

For Chapter 5 of the *Duties Act 1999* a lease includes a licence.

Where no disclosure statement issued pursuant to the *Leases (Commercial and Retail) Act 2000* has been provided, this form is to be completed when lodging a lease to use land or a variation to an existing lease agreement which increases the cost of the lease agreement.

<b>Lodger's Name</b>	<b>Address for correspondence</b>	<b>Contact Name</b>
<b>Lodger's Number</b>		<b>Telephone Number</b>
		( )

<i>Date of First Execution</i>	<i>Name &amp; Address of Parties</i>	
	<i>Lessor / Licensor</i>	<i>Lessee / Licensee</i>

### Section 1: General Details

PREMISES ADDRESS	
PERMITTED USE OF PREMISES	
LETTABLE AREA (M <sup>2</sup> )	
TOTAL AREA WHERE OUTGOINGS FOR LETTABLE AREA ARE APPORTIONED	
COMMENCEMENT DATE	
TERM OF LEASE (IF NOT FINANCIAL YEAR, PLEASE SPECIFY PERIOD)	
OPTION PERIODS (IF ANY)	
IS GST PAYABLE UNDER THE AGREEMENT (YES/NO)	

## Section 2: Cost of Lease

		\$ P.A.
BASE RENT & METHOD FOR ANNUAL INCREASES		
TURNOVER RENT & CALCULATION METHOD		
TOTAL OUTGOINGS PAYABLE BY THE TENANT	AIR CON/ VENTILATION	
	BUILDING SYSTEM MAINTENANCE	
	COMMON AREA SERVICING	
	CAR PARKING	
	CLEANING	
	ELECTRICITY	
	FIRE PROTECTION	
	GAS	
	MANAGEMENT COSTS	
	RATES AND LAND TAX	
	WATER & SEWERAGE	
	PEST CONTROL	
	SECURITY	
OTHER		
APPORTIONMENT METHOD FOR LETTABLE AREA		
VALUE OF IMPROVEMENTS/ADDITIONS (EXCLUDING FITOUT)		
ROYALTIES & PREMIUMS		

**NOTE: WHERE FIGURES ARE ESTIMATES, THEY SHOULD BE SO MARKED. DETAILS OF THE METHOD USED TO ARRIVE AT THE ESTIMATED FIGURES MUST ALSO BE PROVIDED.**

### DECLARATION

I ..... of .....

being the lessor / lessor's authorised agent (delete whichever is inapplicable) declare that the above information (including actual and estimate figures) is to the best of my knowledge, in conformity with the lease agreement between the parties.

Signed \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE

This form is Approved Form AF2004-11 under section 139C of the *Taxation Administration Act 1999*