



ACT REVENUE OFFICE
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Lodgment No

Leases or Licences Lodgment Form

Complete this form when lodging a lease or licence to use land or to vary an existing lease or licence agreement which alters the cost of a lease or licence.

PLEASE COMPLETE UNSHADED AREAS IN BLOCK LETTERS

Client Name	Address	Contact Name	Contact Telephone No
		Client Account No	Email Details

Date of First Execution	Names & Address of Parties		
	Lessor/Licensor	Lessee/Licensee	
LOCATION OF LEASED/LICENSED PREMISES			
Suburb	Section	Block	Unit

PERMITTED USE OF PREMISES	
LETTABLE AREA (M ²)	
TOTAL AREA WHERE OUTGOINGS FOR LETTABLE AREA ARE APPORTIONED	
COMMENCEMENT DATE	
TERM OF LEASE/LICENCE	
OPTION PERIODS (IF ANY)	
IS GST PAYABLE UNDER THE AGREEMENT ?	

DECLARATION FOR ACQUISITION OF LEASE OR LICENCE (Circle as appropriate)

To your knowledge:

- | | | | |
|----|--|-----------|------------|
| 1. | Is the Lessor/Licensor related ^a to any Lessee/Licensee? | NO | YES |
| 2. | Are there any other instruments or arrangements under which dutiable property including business assets or land, will be acquired as part of this transaction? | NO | YES |
- If YES then attach details of other dutiable transactions (and completed lodgment form required for each type of transaction).

COST OF LEASE/LICENCE

Cost of Lease/Licence (to be completed where a Disclosure Statement issued pursuant to the *Leases (Commercial & Retail) Act 2001* has not been attached, or not required to be provided under that Act).

		\$ 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	
	WATER & SEWERAGE	
	PEST CONTROL	
	SECURITY	
OTHER		
APPORTIONMENT METHOD FOR LETTABLE AREA		
GENERAL RATES AND LAND TAX		
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.

^a Related person is defined in the Dictionary of the *Duties Act 1999*
 Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

PRIVACY STATEMENT

- The information in this form is required by the ACT Revenue Office (ACTRO) to determine your liability for duty. All information collected is stored in hard-copy and/or electronic form in accordance with the *Territory Records Act 2002* and is protected by secrecy provisions in Acts administered by the ACTRO.
- In addition, personal information you provide to the ACTRO is protected by the *Privacy Act 1998 (Cwlth)*.
- Any information collected from you is only to be used for the purpose of the Acts administered by the ACTRO. The information you provide, is not disclosed to third parties unless authorised by law, or with your consent.

DECLARATION

I of.....

being the lessor / licensor/ authorised agent (delete whichever is not applicable) declare that the above information is, to the best of my knowledge, true and correct and in conformity with the agreement between the parties.

I also acknowledge that I have read and understand the Privacy Statement.

Signed _____ Date _____

**GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE
(Section 338 Criminal Code 2002)**

This form is Approved form AF2006-6 under section 139C of the *Taxation Administration Act 1999*