|  |  |
| --- | --- |
| **Date:** |  |
| **Parties:** |  |
| **Landlord** |  |
| Notice Details |  |
| **Head Landlord** |  |
| Notice Details |  |
| Head Lease |  |
| **Tenant** |  |
| Notice Details |  |

|  |  |
| --- | --- |
| **Items:** | **Lease Commercial Terms Schedule** |
| **Item 1 – Trust** (clause 1.1) |  |
| **Item 2 – Leased Areas** (clause 1.1) | **Building** |
|  | **Land** |
|  | **Premises** |
|  | **Area** |
| **Item 3 – Term and Commencing Date** (clause 1.1) |  |
| **Item 4 – Expiry Date** (clause 1.1) |  |
| **Item 5 – Rent** (clause 1.1 and clause 3) | **Premises and Land** |
| **Item 6 – Incentive** (clause 1.1) |  |
| **Item 7 – Types of Review and Dates** (clause 3) |  |
| **Item 8 – Outgoings Year** (clause 1.1 and clause 4) |  |
| **Item 9 – Tenant's Percentage of Outgoings** (clause 4) |  |
| **Item 10 – Cleaning Charges** (clause 4.4) |  |
| **Item 11 – Insurance** (clause 6) |  |
| **Item 12 – Permitted Use** (clause 1.1 and clause 8) |  |
| **Item 13 – Building Service Hours & Access** (clause 4.3 and clause 4.6) |  |
| **Item 14 – Transfer and Other Dealings** (clause 1.1 and clause 13) |  |
| **Item 15 – Security** (clause 1.1 and clause 22) |  |
| **Item 16 – Option for a new lease** (clause 3.4 and clause 23) |  |
| **Item 17 – Application of Act** (clause 25) |  |
| **Item 18 – Sustainability and Ratings** (clause 26) |  |
| **Item 19 – Condition of Premises** |  |
| **Item 20 – Make Good** (clause 1.1 and clause 15.1) |  |
| **Item 21 – Other Charges** |  |
| **Item 22 – Confidentiality** |  |
| **Item 23 – Other Matters** |  |
| **Item 24 – Special Conditions** |  |

|  |  |
| --- | --- |
| **Acceptance by Tenant** | On behalf of **T.E.S.T.**, I hereby accept the terms and conditions of this Leasing Proposal and request the Landlord's solicitors prepare draft legal documents. |

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| --- | --- | --- |
|  |  |  |
| Signature |  | Position |
|  |  |  |
|  |  |  |
| Name |  | Date |

  

We look forward to discussing this Leasing Proposal with you in further detail.

  
  
  
  
  

Yours sincerely,

  
  

Dexus Property Services Pty Limited

  
  
  



*The Dexus Simple & Easy Lease has been scored under the BBP Leasing Standard as GOLD (the highest available score). The BBP Leasing Standard recognises organisations’ commitments to collaboration and sustainability.*

**Tenant Contact Information** (Please complete)

  

**Invoice Recipient / Accounts Payable Contact \***

*Account details used for receiving and paying invoices. This is often a generic account and has no access to customer support*

|  |  |
| --- | --- |
| \* Full Name: |  |
| \* Company: |  |
| Job Title: |  |
| \* Email: |  |
| \* Phone Number: |  |

**Tenant Leasing Contact \***

*Senior Leasing Contact or Decision Maker that can view all documentation, accounts, service requests in the customer support centre*

|  |  |
| --- | --- |
| \* Full Name: |  |
| \* Company: |  |
| Job Title: |  |
| \* Email: |  |
| \* Phone Number: |  |

**Tenant Solicitor Contact \***

|  |  |
| --- | --- |
| \* Full Name: |  |
| \* Company: |  |
| Job Title: |  |
| \* Email: |  |
| \* Phone Number: |  |

Please indicate if you would like your draft documents sent to:

Tenant Solicitor Contact Tenant Leasing Contact Other

**Operational Contact**

*Ongoing Operations Contact / Facilities Support for your property. Manages service requests on site and can view property documents and property contacts*

|  |  |
| --- | --- |
| \* Full Name: |  |
| \* Company: |  |
| Job Title: |  |
| \* Email: |  |
| \* Phone Number: |  |

**Tenant Fitout Contact**

*Fitout contractor – often a third party, only used during the fitout process*

|  |  |
| --- | --- |
| \* Full Name: |  |
| \* Company: |  |
| Job Title: |  |
| \* Email: |  |
| \* Phone Number: |  |

Please return the completed form with the signed document.

