

Commercial Lease Checklist

☐ **LANDLORD – HUMAN OR COMPANY**

Full Name OR Company Name & ACN	Address (No. Street Name, Suburb, Postcode, Country)

☐ **LANDLORD - SUPERANNUATION FUND**

Name of Fund	
Name of Trustee 1 (if a company, include ACN)	
Address (No. Street Name, Suburb, Postcode, Country)	
Name of Trustee 2 (if a company, include ACN)	
Address (No. Street Name, Suburb, Postcode, Country)	
Name of Trustee 3 (if a company, include ACN)	
Address (No. Street Name, Suburb, Postcode, Country)	

☐ **TENANT/S**

Full Name OR Company Name & ACN/ABN	Address (No. Street Name, Suburb, Postcode, Country)

☐ **PREMISES DETAILS**

Address (Level/Unit No., Building Name, No. Street Name, Suburb, Postcode, Country)	Estimated Area (Square Metres)

☐ **LEASE DETAILS**

Start Date	
Lease Period eg month to month or fixed period	
If fixed period, complete Finish Date	
Option of Renewal Yes/No	
Renewal Period eg 6 months or x years	
No. of Renewal Periods eg 1-4	
Monthly Rent (eg. AUD \$1000)	
Rent inclusive or exclusive of GST?	
Bond Amount (eg AUD \$1000) (Is inclusive of GST)	
Manner of Rent Review: None Market Inflation OR Higher of Market/Inflation	

☐ **RESPONSIBILITY FOR PAYMENT OF RATES, TAXES, OUTGOINGS AND OPERATING EXPENSES**

	Paid by?	
	Landlord	Tenant
Water Drainage and Sewerage Rates		
Local Authority Rates		
Land Tax		
Interest Charges on Outstanding Rates and Taxes		
Water Consumed Beyond Allowance		
Fire Services		
Cleaning Rubbish Removal		
Ground Repairs and Maintenance		
Building Repairs and Maintenance of a Non-Structural Nature		
Building Insurance		
Plate Glass Insurance and Public Liability Insurance (minimum \$5,000,000)		
Property Management Fees		
Common Area Lighting and Power		
Security		
Toilet Requisites		
Hot Water Systems Running and Repairs and Maintenance		
Electricity and Gas and Telephone Services Consumed in the premises		
Air-conditioning Running and Repairs and Maintenance		
Lift Running and Repairs and Maintenance		
Strata Company Levy		