**Riba Business Lawyers – Ph 07 54791488**

**COMMENCEMENT OF ENGAGEMENT LEASE INSTRUCTIONS**

Please complete and email to lease@riba.com.au

|  |  |
| --- | --- |
| Name of Landlord (insert full name as per title) |  |
| Email of Landlord |  |
| Name of tenant (insert full name) |  |
| Description of Property (from title deed) |  |
| Street Address of the Property |  |
| Approximate Age of Building | years |
| Are there other premises/business in the same building? Yes/No | How many other premises in the building? |
|  |  |
| Name of Tenants Solicitors |  |
| Phone Number of Tenants Solicitors |  |
| Email of Tenants Solicitors |  |
| Is this property part of a community titles scheme (body corporate) | Yes No |
| Lease Commencement Date |  |
| Lease Expiry Date |  |
| Rental for first year of lease (in dollars) |  |
| Review Type   |  |  |  | | --- | --- | --- | | Fixed Percentage increase  Yes /No | Percentage Amount  % | Date of increase | | CPI  Yes/No |  | Date of increase | | Set Rental for each year  Yes /No | Amount of rental | Date of increase | |  |
| Extended Term yes/no | Length of any extended term |
| Further Extended Term yes/no | Length of any further extended term |
|  |  |
| Permitted Use (What kind of business can the tenant operate?) |  |
| Are outgoings payable? Yes/No |  |
| Bank Guarantee Required Yes/No | $ |
| Is a personal guarantee required Yes/No | Full Name of Guarantor |
| Who must maintain the airconditioner? Landlord or Tenant? |  |
| Will the landlord undertake any works for the tenant? Yes/No |  |
| Does the tenant intend to undertake any works? Yes?No |  |
| Is any carpark offered? | Please provide details |

Thank You – we will contact you shortly