

PROPOSAL TO LEASE

1.0 Lease Details

1. Premises

2. Lessor

3. Lessee, including company directors as guarantors

4. Lessee Trading Name

5. Lessee ABN / ACN

2.0 Details of Proposal

6. Proposed Use

7. Lease Area

8. Annual Net Rental

9. Lease Commencement Date

10. Lease Handover Date

11. Lease Term

12. Lease Expiry

13. Option Period

14. Outgoings

15. Rent Reviews

16. Special Conditions

17. Carparking



3.0 Deposit & Security Bond

18. **Deposit on Lease** A deposit equivalent to two month's gross rental inclusive of GST is payable to Azure Property Agents.
- If the transaction does not proceed for any reason, the deposit amount will be refunded to you after the Lessors legal and other costs have been deducted.
19. **Security Bond** Unconditional Bank Guarantee equivalent to three months gross rental inclusive of GST favoured to the Lessor. Directors of company also as guarantors.

4.0 Fit Out

20. **Tenant Fitout** The Lessee is to complete their tenancy fitout as approved by the Lessor and undertaken by qualified tradesmen.
21. **Lessor Works**
22. **Signage** The Lessee to provide the Lessor a full and complete proposed signage package for review and approval.
23. **Development Application** It is the Lessee's responsibility to obtain the relevant approvals with regard to fitout approvals, occupation certificate etc.

5.0 Other

24. **Lease Documentation** The lease will be prepared by the Lessors solicitor. All documentation relating to this offer (including Disclosure Statement if applicable and Lease) must be executed and returned within 14 days of its receipt by the Lessee or its solicitors.
25. **Legal Costs** The Lessee is responsible for the Lease Preparation Fees. Any extended negotiations or significant changes to the lease, as requested by the Lessee will be at the Lessee's expense. The lessee must pay stamp duty (If applicable) and lease registration fees.
26. **Insurance** The Lessee must provide a copy of their Public Liability Insurance in the sum of \$20 million noting the Lessors interest. Plate glass insurance and insurance for loss or damage to the Lessee's property and stock. As evidence of the insurance cover, the Lessee will provide copies of Certificates of Currency, upon request.
27. **GST** The amount of any rental and other payments from the Lessee to the Lessor noted above does not include GST. In addition to paying those amounts the Lessee agrees to pay to the Lessor any GST on those amounts to the extent permitted by law.

28. **Financial Position** The Lessee must complete the attached Statement of Assets and Liabilities and provide a copy of a recent company search for the Lessee (if the Lessee is a company).
29. **Final Approval** This Proposal to Lease is an offer only and does not create a legally enforceable agreement for lease between the parties. This Proposal to Lease is subject to final approval of the Lessor and execution of a formal Lease agreement.
30. **Lessee Solicitor Details**
- Name:
- Company:
- Address:
- Phone:
- Email:
31. **Lessee Information** Lessee(s) where must provide:
- Copy of driver's license(s) of all Directors
 - Company registration certificate
 - Financial details including bank statements with Statement of Assets and Liabilities
32. **Current Rental Tenancy Details (where applicable):**
- Length of time at leased premises:
- Reason for leaving:
- Name of landlord/agent:
- Rent Paid:
- Phone:
33. **Referees**
1. Business Referee:
Phone: Mobile:
Relationship:
 2. Business Referee:
Phone: Mobile:
Relationship:
 3. Personal Referee:
Phone: Mobile:
Relationship:

FINANCIAL STATEMENT - Confidential

This is the financial statement of all company directors, a separate form to be completed for company: _____

Dated: _____

Residential Address: _____

Phone Numbers: _____

ASSETS		LIABILITIES AND NET WORTH	
Cash On Hand	\$	Debts	\$
Cash at Bank 1	\$	Unpaid Taxes	\$
Cash at Bank 2	\$	Other Liabilities	\$
Copy of bank statements to be attached			
REAL ESTATE		MORTGAGES	
Property 1	\$	Property 1	\$
Property 2	\$	Property 2	\$
Property 3	\$	Property 3	\$
Motor Vehicles 1	\$	Loans or Leases	\$
Motor Vehicles 2	\$		
Other Assets	\$		
<hr/>		<hr/>	
TOTAL ASSETS	\$	TOTAL LIABILITIES	\$

Are you a defendant in any legal action?
Yes / No

Have you ever been declared bankrupt?
Yes / No

I/we have carefully read and submitted the foregoing information provided on this statement to Azure Property Agents. The information is presented as a true and accurate statement of my/our financial condition on the date indicated. I/we agree that if any material change(s) occur(s) in my financial condition, that I/we will immediately notify Azure Property Agents of said change(s) and unless Azure Property Agents are notified, it may continue to rely upon this financial statement and the representations made herein as a true and accurate statement of my/our financial condition.

I/we authorise Azure Property Agents to make whatever credit enquiries it deems necessary in connection with this financial statement. I/we authorise and instruct any person or consumer reporting agency to furnish to Azure Property Agents any information that it may have or obtain in response to such credit enquiries. I/we fully understand that it is an offence to knowingly make any false statements concerning any of the above facts.

Applicants Signature:- _____

Date: _____

