

# TEAL COMMERCIAL

## APPLICATION / OFFER TO LEASE

Property Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Lessee:  
Company Name: \_\_\_\_\_

Registered address of the company: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

ABN: \_\_\_\_\_  
ACN: \_\_\_\_\_

Phone number: \_\_\_\_\_ (h) \_\_\_\_\_ (w)  
\_\_\_\_\_ (m)  
\_\_\_\_\_ (email)

**Guarantees:** **The Lease is subject to satisfactory personal guarantees from all Directors of the Lessee.**

Registered Directors of the Company:

Name:	_____
Present Address:	_____ _____
Drivers licence number:	_____
Car make and model:	_____ Reg number: _____

Name:	_____
Present Address:	_____ _____
Drivers licence number:	_____
Car make and model:	_____ Reg number: _____

Emergency Contact 1 Name \_\_\_\_\_  
Contact Numbers \_\_\_\_\_

Emergency Contact 2 Name \_\_\_\_\_  
Contact Numbers \_\_\_\_\_

**Please attach copies of the following documents:**  
**Asset and Liability Statement**  
**ASIC Company and Directorship Historical Search**  
**Proof of company Financials (ie tax return) or bank statement**  
**Copy of Drivers Licence or passport**

Lease commencement:        \_\_\_/\_\_\_/\_\_\_

Lease term:                    \_\_\_\_\_                    Options:                    \_\_\_\_\_

Rent:                            \$\_\_\_\_\_ pcm                    \$\_\_\_\_\_ per annum

Security Deposit:            \$\_\_\_\_\_ (equivalent to 2 months rent plus 10%)

Use of premises:             \_\_\_\_\_

**The tenant covenants and agrees to pay Two (2) Months Rent in advance upon acceptance of the application in addition to the security deposit.**

Rent Reviews:                The rental for each successive one (1) year period shall increase at a fixed rate of 4% per annum. At the option for a further term, the rental shall be reviewed to market.

For the balance of the further term, rental shall increase at a fixed rate of 4% per annum.

Outgoings:                    In addition to the rental, the Lessee shall pay:

- (a) All gas, electricity, telephone, public liability and water use.
- (b) All costs associated with any maintenance contract for the air-conditioning and other mechanical services.
- (c) All charges associated with the operation of the Lessee's business on the premises
- (d) Any GST or similar value added Tax which is at any time levied or imposed on or in respect of any supply made under or in accordance with the lease.
- (e) All water rates, Council rates, Land Tax (if applicable), Building replacement insurance, public liability and plate glass insurance, and Essential Safety Measures
- (f) The Lessee covenants and agrees to comply with Building Commission regulations. The said property contained in this Lease Agreement requires regular monitoring and inspections for all Essential Safety Measures as deemed necessary now and in the future. The Lessee agrees to reimburse all associated costs relating to the regular inspections, the servicing and maintenance of any and all equipment including any mechanical ventilation systems, fire extinguishers and hydrants, all paths of egress leading in to and out of the property, all emergency lighting including exit signs and any other Essential Safety Measure deemed necessary to comply with the Building Commissions laws and regulations



**Acceptance**

I agree that the Lessor or its agents shall not be bound by this agreement for Lease until it is accepted by the Lessor in writing

Dated this _____ day of _____ 20 _____
_____
<b>Signed by the Lessee – For and on behalf of</b>
_____
<b>(Company)</b>
_____
<b>(Print Name)</b>

Dated this _____ day of _____ 20 _____
_____
<b>Signed by the Lessee – For and on behalf of</b>
_____
<b>(Company)</b>
_____
<b>(Print Name)</b>

**Lessor's Acceptance**

Dated this _____ day of _____ 20 _____
_____
<b>Signed by the Lessee – For and on behalf of</b>
_____
<b>(Company)</b>
_____
<b>(Print Name)</b>