

Date ___/___/20___



PROMPT LEGAL SERVICES

259A KEILOR ROAD, ESSENDON. VIC. 3040
Tel: 9379 0877 eMail: info@promptlegalservices.com.au

INSTRUCTIONS FOR YOUR LEASE

If you would like your Lease ready for signing on your first appointment, fill in the following details and post or fax them to us. Alternatively you can come in and discuss the details.

LANDLORD/S:

NAME:
ADDRESS:
PHONE NUMBER:
ABN/ACN

TENANTS/S:

NAME:
ADDRESS:
ABN/ACN

GUARANTOR: (If the tenant is a Company)

NAME:
ADDRESS:

PREMISES ADDRESS:

ADDRESS:

TITLE DETAILS: Volume Folio

PREMISES SIZE: SQUARE FEET/METRES:

PREMISES USE:

USE OF PREMISES:

LEASE COMMENCEMENT DATE:

RENT:

PER CALENDAR MONTH:

Please specify : Plus GST

TERM OF LEASE:

FURTHER TERMS:

RENT REVIEW: Please specify : CPI annually, or
Percentage increase each year or
Market at end of Lease

TERM:

FURTHER TERMS:

SECURITY DEPOSIT:

OUTGOINGS:

INSURANCE:

COUNCIL RATES:

WATER RATES:

OWNERS CORPORATION:

SPECIAL CONDITIONS: