INTERVIEW AND DATA CAPTURE

COMMERCIAL LEASE AGREEMENT

Prepared for:

Dated:

We can prepare commercial lease agreements between your SMSF and other related parties without breaching any non-arm’s length requirements in the SIS Act and Regulations. To complete the Commercial Lease Agreement, we require the following details from you:

1. **LANDLORD DETAILS – INDIVIDUAL/COMPANY/TRUST/SMSF**

|  |  |
| --- | --- |
| **Name of Individual/Company/Trust/SMSF** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |
| **ABN Number:** |  |
| **Address:****(In case of Individual)** |  |
| **Trustee details –****(In case of Company/Trust/ SMSF)** | **Name of company/Individual:**  |  |
| **Registered Office/Address:** |  |
| **ACN:** |  |
| **Director Names:** |  |
|  |
|  |
| **BSB Number:** |  |
| **Account Number:** |  |

1. **TENANT DETAILS – Individual/Company/Trust**

|  |  |
| --- | --- |
| **Name of Individual/Company/Trust** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |
| **ABN Number:** |  |
| **Address:****(In case of Individual)** |  |
| **Trustee details –****(In case of Company/Trust)** | **Name of company/Individual:**  |  |
| **Registered Office/Address:** |  |
| **ACN:** |  |
| **Director Names:** |  |
|  |
|  |

1. **PREMISE DETAILS**

|  |  |
| --- | --- |
| **Is the Landlord registered for GST?** |  |
| **Folio Number:** |  |
| **Address of the Premises:** |  |
| **Can the lessee sub-lease the leased property with the landlord’s consent?** |  |
| **Will the Tenant be liable for Outgoings?** |  |
| **Is there a mortgagee consent?****If yes, fill the details** | **Mortgage Identification Number:** |  |
| **Mortgagee Name:** |
| **Is there a Guarantor?****If yes, fill the details.** | **Telephone Number:** |  |
| **Email Address:** |  |
| **Name of company/Individual:**  |  |
| **Registered Office/Address:** |  |
| **ACN:** |  |
| **Director Names:** |  |
|  |
|  |

1. **Lease Details**

|  |  |
| --- | --- |
| **Start Date of Lease:** |  |
| **End Date of Lease:** |  |
| **Rent to be paid:** **(Weekly, Monthly, Quarterly, Annually)** |  |
| **Amount of Rent:** |  |
| **What day of the month is the rent to be paid?** |  |
| **Address where the rent is to be paid:** |  |
| **Security Deposit Amount:** |  |
| **Security Deposit is good for how long?** |  |
| **Method of Rent review:****(CPI Method/Other)** |  |

1. **ANY TERMS AND COMDITIONS FOR THE TENENT?**