

Office Accommodation Management Framework

Guideline 2: Space

Sample document

New lease proposal

File Ref: [Insert WIC]
Reply to: [Insert name]
Phone: [Insert phone number]

[Insert date]

[Insert recipient details]

Dear [Insert salutation]

New lease — [Insert address]

The Accommodation Office, Department of Public Works has been requested to negotiate a new lease at the above mentioned premises. This department has agreed upon the following general terms and conditions and the Standard Government Lease will be used. The Public Trustee will be instructed to prepare the necessary documentation.

Building: [Insert details]
Address: [Insert details]
Level: [Insert details]
Area: [Insert area]m² (subject to survey to *PCA Standards 1997*)
of carpeted, air-conditioned office space.
Rental: \$[Insert amount]/m² gross per annum plus 2.5 per cent management fee
per annum plus GST and our lease negotiation fee of
\$[Insert amount] plus GST
Rental review: [Insert details]
Lease commencement: [Insert details]
Rental commencement: [Insert details]
Lease term: [Insert details]
Lease expiry: [Insert details]
Option: [Insert details]
Option window: [Insert details i.e. 3 months etc.]
Incentive: [Insert details]
Outgoings: [Insert details]
Access: [Insert details]
Occupancy: [Insert details]

- Car parking: [Insert details] bays
\$[Insert amount] per bay per calendar month plus 2.5 per cent management fee per annum plus GST
- Lessor's works: [Insert details]
- Cleaning: The lessee will be responsible for the costs associated with the internal cleaning of the premises.
- Air-conditioning: Minor repair, maintenance and major repair or replacement is the owner's responsibility. The cost associated with the operation of the air-conditioning such as electricity are/are not included in the rental.
- Electricity and telephones: The electricity should be separately metered. The department will meet all costs associated with the consumption of these services.
- Carpet: Replacement due to fair wear and tear is the owner's responsibility.

Your Department will be responsible for the payment of rent for the whole of the term of the lease. It should be noted that when the lease is relinquished, an amount to 'make good' the premises may be required.

Should you have any concerns regarding the lease terms and conditions, would you please contact this office immediately in order that the matter may be discussed.

Otherwise, please sign the certification on the attached copy and return by facsimile to this office as soon as possible.

Yours sincerely

[Insert name]

[Insert position]

Statement of financial commitment by client organisation

To: Accommodation Office, Department of Public Works
Fax: 07 322 46765

I acknowledge receipt of the details relating to the proposed lease and request that lease be arranged on the terms and conditions mentioned in the letter.

The invoices will be forwarded to:

Tenant code: [Insert tenant code]
Attention: [Insert contact person]
[Insert contact person's title]
[Insert department]
[Insert department address]

In respect of approximately [insert area]m² of carpeted, air-conditioned accommodation at [insert address] to be leased to the Department of [insert department], the department acknowledges that it is liable for and undertakes to pay all costs, charges and other monies associated with the provision and duration of such accommodation. This will include, but not be limited to:

- costs of initial fitout and furniture and any later requirements for fitout works and/or furniture provision
- legal costs associated with establishing the lease and any later legal expenses
- rent costs throughout the full term of the tenancy and any holding over including outgoings, car parking, electricity, cleaning and any other services
- all administrative charges in respect of services rendered by the Accommodation Office
- all costs associated with the reinstatement of the rented area at the termination of the lease
- all costs, charges or other monies of any kind for which the lessee may become legally liable during the currency of the accommodation (including damages for breach of lease in the event of a 'walk-out' by the department from the premises prior to expiry of the agreed term)
- any other costs associated with the tenancy of the subject area which may arise from time to time.

Provided that the aforementioned liability shall be dependent upon prior consultation taking place with the Accommodation Office and any other organisation with vested interest in these areas.

Furthermore, the department will indemnify and hold indemnified the Department of Public Works against any liability for costs, charges and other monies which may be incurred in relation to the provision and duration of the above-mentioned accommodation.

Signature:

Delegated Authority for the Department of [insert department]

Name:

(Please print)

Position:

Date:/...../.....

Accommodation Office, Department of Public Works, GPO Box 2457, Brisbane Qld 4001