

OFFER SHEET for a Commercial Lease

DATE

FULL LEGAL ADDRESS
OF THE PREMISES

LETTABLE AREA
OF PREMISES (M2)

USE OF PREMISES (M2)

FULL NAME, LEGAL
DESCRIPTION OF LESSEE

LESSEE TRADING NAME

LESSEE CONTACT PERSON

LESSEE PHONE NUMBER

LESSEE EMAIL

DRIVER'S LICENSE
NUMBER (Attach copy
to application)

IS YOUR BUSINESS
REGISTERED FOR GST? YES NO ABN DETAILS:

LEASE COMMENCEMENT DATE

LEASE TERM

OPTION TO RENEW YES NO

METHOD OF ANNUAL
RENT REVIEW

RENT PER ANNUM (+GST)

ANY RENT FREE PERIOD

OUTGOINGS (IF ANY)

SECURITY DEPOSIT/3 MTHS +GST

HOLDING DEPOSIT/2 MTHS +GST

SPECIAL CONDITIONS
LESSEE TO TAKE PREMISES AS IS

MINIMUM PUBLIC LIABILITY
INSURANCE (\$20 MILLION)

LESSEE ACCOUNT NAME:
EMAIL: MOBILE:

TENANT SIGNATURE

LANDLORD/AGENT SIGNATURE

THIS OFFER SHEET IS NOT INTENDED TO FORM PART OF A MEMORANDUM OF LEASE
AND IS SPECIFICALLY NOT BINDING ON ANY OF THE PARTIES.

AGENT EMAIL: MOBILE: