Schedule 1—Landlord's disclosure statement—retail premises not located in retail shopping centres

Regulations 7(a) and 12(1)(a)

Landlord's Disclosure Statement—Retail Premises not Located in Retail Shopping Centres

by the landlord under sections 17(1)(a) and 61(5) of the   
**Retail Leases Act 2003**

**NOTE**

This statement is to be completed by the landlord and must be provided to the tenant with a copy of the proposed lease at least 14 days before the signing of a new lease. If this statement and the proposed lease are provided to the tenant less than 14 days before a new lease is entered into, the lease is taken to commence 14 days after the disclosure statement and proposed lease are given to the tenant.

The layout of this statement does not need to be the same as the prescribed disclosure statement in the Retail Leases Regulations 2023.

It is recommended that a tenant obtain independent legal and financial advice before entering into a retail premises lease.

The tenant has remedies including termination of a lease under the **Retail Leases Act 2003**if information in this statement is misleading, false or materially incomplete.

Information contained in this statement is correct as at the date of this statement but may change after the date of this statement and during the term of the lease.

**DISCLOSURE STATEMENT  
by the landlord**

| **Landlord:** |  |
| --- | --- |
| **Tenant:** |  |
| **Premises:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 1 PREMISES** | | | | |
| **1** | **Premises details** | | | |
| 1.1 | Street address of premises  [*insert street address of premises and, as applicable, shop number, name of the building in which the premises is located, street address of the building*] | | | |
| 1.2 | Plan of premises (if available)  [*insert description of premises by reference to a prepared plan. Attach the plan to this disclosure statement as per item 23.1*] | | | |
| 1.3 | Lettable area of premises  Will a survey be conducted? | | m2  Actual/Estimate  🞏 Yes  🞏 No | |
| 1.4 | Existing structures, fixtures, plant and equipment in the premises, provided by the landlord (excluding any works, fit out and refurbishment described in Part 3) | | | |
|  | [*select as appropriate*]  🞏 air conditioning  🞏 cool room  🞏 floor coverage  🞏 grease trap  🞏 hot water service  🞏 lighting  🞏 mechanical exhaust  🞏 painted walls | | 🞏 plastered walls  🞏 shop front  🞏 sink  🞏 sprinklers  🞏 suspended ceilings  🞏 telephone  🞏 water supply  🞏 waste | |
|  | 🞏 electrical distribution load (3 phase)  🞏 electrical distribution load (single phase)  🞏 separate utility meter—gas  🞏 separate utility meter—water  🞏 separate utility meter—electricity  🞏 other | | | |
| 1.5 | Services and facilities provided by the landlord for the benefit of the premises (for example, security services, cleaning) | | | |
| **2** | **Permitted use** | | | |
| 2.1 | Description of permitted use  (Note: the tenant should investigate if the proposed use of the premises is permitted under planning laws.) | | | |
| **3** | **Number of car parking spaces** | | | |
| 3.1 | Approximate total spaces | | spaces | |
| 3.2 | Available spaces for customers of the building | | spaces | |
| 3.3 | Reserved spaces for use of the tenant only | | spaces | |
| **4** | **Head lease** | | | |
| 4.1 | Is the premises under a head lease or Crown lease? | | 🞏 Yes  🞏 No | |
| 4.2 | Has the landlord provided a copy of the head lease or Crown lease to the tenant? | | 🞏 Yes—attached as per item 23.2  🞏 No  🞏 Not applicable | |
| 4.3 | Current term under the head lease or Crown lease and option/s to renew  🞏 Not applicable  🞏 Details of head lease as follows:  Current term:  years  / /20 to / /20  Options to renew:  years  / /20 to / /20  [*list any options for further terms held by the landlord under the head lease*] | | | |
| 4.4 | Is the head landlord's consent to the lease required? | | 🞏 Yes  🞏 No | |
| **PART 2 TERM OF LEASE AND OPTION/S TO RENEW LEASE** | | | | |
| **5** | **Term of lease** | |  | |
| 5.1 | Date lease commences  [*see also date of handover at item 7*] | | / /20  Actual/Estimate | |
| 5.2 | Length of term | | years months | |
| 5.3 | Date lease expires  [*based on the date indicated at item 5.1 as the date the lease commences*] | | / /20 | |
| **6** | **Option/s to renew lease** | |  | |
| 6.1 | Option/s details  (Note: an option to renew a lease must be exercised in writing and given to the landlord on or before the last day stated in the option clause of the lease.)  🞏 No options to renew lease  🞏 Options as follows: | | | |
|  | Length of option | Period of option | | Exercise date |
|  | years  Actual/Estimate  years  Actual/Estimate | / /20 to  / /20  / /20 to  / /20 | | / /20 to  / /20  / /20 to  / /20 |
|  | [*list all options to renew lease*] | | | |
| **PART 3 WORKS, FIT OUT AND REFURBISHMENT** | | | | |
| **7** | **Date of handover** | |  | |
| 7.1 | Date of handover  [*if different to the date the lease commences indicated at item 5.1*] | | / /20  Actual/Estimate | |
|  |  | |  | |
| **8** | **Landlord's works** | |  | |
| 8.1 | Description of works to be carried out by the landlord before the date the lease commences  [*exclude any works that form part of the tenant's fit out at item 9*] | | | |
| 8.2 | Estimate of expected contribution by the tenant towards the cost of the landlord's works | | $ | |
|  | [*see also outgoings (item 13) in relation to any maintenance and repair outgoings*] | | | |
| **9** | **Tenant's fit out works** | | | |
| 9.1 | Fit out works to be carried out by the tenant  [*excluding the landlord's works at item 8*] | | | |
| 9.2 | Is the landlord providing any contribution towards the cost of the tenant's fit out?  🞏 Yes  [*insert details of landlord's contribution*]  🞏 No | | | |
| 9.3 | Does the landlord have requirements as to the quality and standard of shop front and fit out?  🞏 Yes  [*insert details or provide fit out guide*]  🞏 No | | | |
| **PART 4 RENT** | | |  | |
| **10** | **Annual base rent** | |  | |
| 10.1 | Starting annual base rent  [*i.e. when the lease commences*] | | $  Including/Excluding GST | |
| 10.2 | Rent free period  [*describe any rent free period*] | | | |
| 10.3 | Date of rent commencement | | / /20 | |
| 10.4 | How rent payments are to be made?  [*insert description of how rent is paid—e.g. by equal monthly instalments in advance on the first day of each month, other than the first and last payments which are calculated on a pro-rata basis*] | | | |
| **11** | **Rent adjustment (rent review)** | | | |
| 11.1 | Rent adjustment date(s) and adjustment method  [*insert a list of all rent adjustment dates and adjustment methods —e.g. fixed increase by X%, fixed increase by $X, current market rent, indexed to CPI*] | | | |
| **PART 5 OUTGOINGS** | | | | |
| **12** | **Contribution by tenant towards landlord's outgoings** | | | |
| 12.1 | Is the tenant required to pay or contribute towards the landlord's outgoings? | | 🞏 Yes  🞏 No | |
| 12.2 | Describe any period during which the tenant is not required to pay outgoings | | | |
| 12.3 | Date on which payment of outgoings is to commence | | / /20 | |
| 12.4 | Formulae for apportioning outgoings  [*insert formulae on how outgoings payable by tenant are to be apportioned*] | | | |
|  |  | | | |
| **13** | **Outgoings estimates (annual) for the 12 month period   / /20 to / /20**  [*state which of the following are payable by the tenant. The landlord may be prevented by the* **Retail Leases Act 2003** *from claiming certain costs*] | | | |
|  |  | | Estimate per annum for the building (Including/Excluding GST) | |
| 13.1 | Administration  Administration costs (excluding management fees and wages)  Management fees | | $  $ | |
| 13.2 | Air conditioning/temperature control  Air conditioning maintenance  Air conditioning operating costs  (Note: section 52 of the **Retail Leases Act 2003** provides for the landlord's liability for certain costs relating to repairs and maintenance work.) | | $  $ | |
| 13.3 | Building management  Body corporate/strata levies  Building intelligence services  Energy management services  Gardening and landscaping  Insurance  Pest control  Ventilation | | $  $  $  $  $  $  $ | |
| 13.4 | Building security  Caretaking  Emergency systems  Fire protection  Security services | | $  $  $  $ | |
| 13.5 | Cleaning  Cleaning consumables  Cleaning costs (excluding consumables) | | $  $ | |
| 13.6 | Government rates and charges  Local government rates and charges  Water, sewerage and drainage rates and charges  Fire services property levy  (Note: under section 50 of the **Retail Leases Act 2003**, the landlord may not claim land tax as an outgoing.) | | $  $  $ | |
| 13.7 | Repairs  Repairs and maintenance  Sinking fund for repairs and maintenance  (Note: under section 41 of the **Retail Leases Act 2003**, the landlord may not claim the capital costs of the building in which the premises are located)  (Note: section 52 of the **Retail Leases Act 2003** provides for the landlord's liability for certain costs relating to repairs and maintenance work.) | | $  $ | |
|  |  | |  | |
| 13.8 | Utility services  Electricity  Gas  Oil  Water | | $  $  $  $ | |
| 13.9 | Waste management  Sewerage disposal  Waste collection and disposal | | $  $ | |
| 13.10 | List any other outgoings | | $  $  $ | |
| 13.11 | Estimated tenant contribution to outgoings | | $ | |
| **PART 6 OTHER COSTS** | | | | |
| **14** | **Other monetary obligations and charges** | | | |
| 14.1 | Outline any costs arising under the lease including up-front costs or other costs not part of the outgoings and not referred to elsewhere in this disclosure statement  [*e.g. interest and legal costs*] | |  | |
|  |  | |  | |
| **PART 7 ALTERATION WORKS (INCLUDING RENOVATIONS, EXTENSIONS, REDEVELOPMENT, DEMOLITION)** | | | | |
| **15** | **Alteration works** | | | |
| 15.1 | Are there any alteration or demolition works, planned or known to the landlord at this point in time, to the premises or building, including surrounding roads, during the term or any further term or terms?  🞏 Yes  [*insert details of the proposed works*]  🞏 No | | | |
| **16** | **Clauses in lease dealing with relocation and demolition works** | | | |
| 16.1 | Clause(s) in lease providing for relocation of tenant  🞏 Clause(s) of the lease  🞏 Not applicable | | | |
| 16.2 | Clause(s) in lease providing for demolition of the premises or building  🞏 Clause(s)         of the lease  🞏 Not applicable | | | |
| **PART 8 OTHER DISCLOSURES** | | | | |
| **17** | **Other disclosures** | | | |
| 17.1 | Are there any current legal proceedings in relation to the lawful use of the premises or building?  🞏 Yes  [*provide details*]  🞏 No | | | |
|  |  | | | |
| 17.2 | Are there any alteration or demolition works, planned or known to the landlord at this point in time, to land adjacent to or in close proximity to the premises or building, during the term or any further term or terms?  🞏 Yes  [*provide details*]  🞏 No | | | |
| **18** | **Representations by landlord** | | | |
| 18.1 | Any other representations by the landlord or the landlord's agent  [*landlord to insert details of any other oral or written representations made by the landlord or the landlord's agent*] | | | |
| **PART 9 LANDLORD ACKNOWLEDGEMENTS AND SIGNATURE** | | | | |
| **19** | **Acknowledgements by landlord** | | | |
| **By signing this disclosure statement, the landlord confirms and acknowledges that:**  ● this disclosure statement contains all representations in relation to the proposed lease by the landlord and the landlord's agents as at the date of this disclosure statement;  ● this disclosure statement reflects all agreements that have been made by the parties;  ● the landlord has not knowingly withheld information which is likely to have an impact on the tenant's proposed business. | | | | |
| **Warnings to landlord when completing this disclosure statement:**  ● the tenant may have remedies including termination of lease if the information in this statement is misleading, false or materially incomplete. | | | | |
| **20** | **Landlord's signature** | | | |
| 20.1 | Name of landlord  [*insert name of landlord*] | | | |
|  |  | | | |
| 20.2 | Signed by the landlord or the landlord's agent for and on behalf of the landlord  x................................................................ | | | |
| 20.3 | Name of the landlord's authorised representative or landlord's agent  [*insert name of person signing with the authority of the landlord*] | | | |
| 20.4 | Date | | / /20 | |
| **PART 10 TENANT ACKNOWLEDGEMENTS AND SIGNATURE** | | | | |
| **21** | **Acknowledgements by the tenant** | | | |
| **By signing this disclosure statement, the tenant confirms and acknowledges that the tenant received this disclosure statement.** | | | | |
| **Before entering into a lease, tenants should consider these key questions:**  ● Does the planning authority allow your proposed use for the premises under planning law?  ● Is the security of your occupancy affected by:  ● mortgages, charges or encumbrances granted by the landlord?  ● rights and obligations under a head lease?  ● Does the premises comply with building and safety regulations? Is the premises affected by outstanding notices by any authority?  ● Could your trading be affected by disturbances or changes to the building?  ● Does the landlord require you to refurbish the premises regularly or at the end of the lease? | | | | |
| ● Can the landlord end the lease early even if you comply with the lease?  ● Are all the existing structures, fixtures and plant and equipment in good working order?  ● Are you required to make good the premises at the end of the lease? | | | | |
|  | | | | |
| **22** | **Tenant's signature** | | | |
| **It is important that a tenant seek independent legal and financial advice before entering into a lease.** | | | | |
| 22.1 | Name of tenant  [*insert name of tenant*] | | | |
| 22.2 | Signed by the tenant or for and on behalf of the tenant  x...................................................................... | | | |
| 22.3 | Name of the tenant's authorised representative  [*insert name of person signing with the authority of the tenant*] | | | |
| 22.4 | Date | | /     /20 | |
| **PART 11 ATTACHMENTS** | | | | |
| **23** | **List of attachments** | | | |
|  |  | | Attached? | |
| 23.1 | Plan of premises  [*see item 1.2*] | | 🞏 Yes  🞏 Not applicable | |
| 23.2 | Head lease or Crown lease [*see item 4.2*] | | 🞏 Yes  🞏 Not applicable | |
| 23.3 | Additional attachments  [*list of any additional attachments*] | | | |