

Section A – Property Details

Address:

Is the property:

Vacant

Complete sections **A, F1 & G**

Owner Occupied

Complete sections **A, B, F1 & G**

Tenanted

Complete **all** sections

Section B – Occupancy Details

Tenancy	Shop/Unit Number	Level	Occupant's Name or Business Name	Use of Premises	Area (m2)	Area type
1						net / gross
2						net / gross
3						net / gross
4						net / gross
5						net / gross

Section C – Rental Details

Tenancy	Passing rent p/a	Tenant	Rental type	Lease start	Last review	Next review	Review basis	Review frequency	Lease term	Options	Ratchet clause
1		New / Existing									
2		New / Existing									
3		New / Existing									
4		New / Existing									
5		New / Existing									

All information that Council collects is held in the strictest confidence. Council holds the information obtained in compliance with the Valuation of Land Act 1960 and the Information Privacy Act 2000. The information held by Council is provided to the Valuer-General Victoria for audit and certification of the General Valuation of the Municipality. The information you provide will not be disclosed to any other external party without your consent, unless required or authorised by law.

Section D – Incentive Details						Section E – Car Parking Details				
Tenancy	Incentives	Rent free period	Cash payment	Owner’s fitout contribution	Fitout owned by	Tenancy	No. of carspaces	Location	Included in rent	Additional amount per carspace, p/a
1					Owner / Tenant	1				
2					Owner / Tenant	2				
3					Owner / Tenant	3				
4					Owner / Tenant	4				
5					Owner / Tenant	5				

Section F(1): Total Building Outgoings					Section F(2) – Tenancy Outgoings			
					Tenancy	Tenant’s share	Owner’s share	Total outgoings
<b>Running costs</b>		<b>Rates &amp; taxes</b>			1			
General Repairs/Maint.		City of Melbourne Rates			2			
Lift/Escalator Maint.		Water Rates			3			
Air Conditioning Maint.		Land Tax (Single Holding)			4			
Fire Protection		<b>Insurances</b>			5			
Energy/Gas/Fuel		Building & Plate Glass						
Common Area Electricity		Public Liability						
Common Area Cleaning		<b>Wages</b>			<b>Section G – Contact Details</b>			
Security		Building Supervision			Managing agent			
Pest Control					Contact name			
Gardening					Phone			
Management/Admin					Email			
Other								
Other				<b>Total</b>				