

GUIDE TO: **Completing a LEASE**

Please use this helpful guide as reference to **signing your new lease**.

Note: Each tenant must initial the bottom of every page of the lease document.

PART A - Pages 1-3

Please check all details, dates, and amounts are correct. *Much of this page will be pre-completed.*

Make note of the **Bank Details** for payment of rent at the bottom of this page - especially note the **Payment Ref.**

This reference must be used in electronic transactions to ensure that payment of your rent is recorded accurately against your lease.

Take note of any conditions of the lease.

Initial bottom of all pages.

PART B - Pages 3-8

Each Tenant must read and understand all of the conditions.

Initial bottom of all pages.

PART C - Pages 8-9

Ensure that you read any additional conditions - such as Annexures A, B, C & K which form part of the lease agreement and are listed here.

Annexures D & O may form part of the lease agreement, and will be noted here if they do.

All tenants must sign & date in the TENANT box

Initial bottom of all pages.

ANNEXURES A, B, C, D & K (D only if applicable)

Please **sign at end AND initial at the bottom of each page** of each Annexure individually.

Annexure D applies to Pets only, so please disregard if no Pets.

LODGEMENT OF SECURITY BOND MONEY

We will complete the majority of this form once lease commences.

Please sign, near top of form, Under heading: Tenant(s) Fill in your Name (or Company name), Sign and Date.

EMAIL

All signed forms back to:

leasing@executiveproperties.com.au

If you have any questions please let us know.

Many Thanks

Perth Executive Properties

leasing@executiveproperties.com.au