

NSW Leasing Fixed Fee Schedule
 (exclusive of GST and disbursements)

	Specialty Shop (< 1,000m²)	Major Shop (> 1,000m²)
Letter of Offer	\$750.00	\$1,000.00
Asset Searches	\$500.00	\$750.00
Agreement for Lease	\$2,000.00	\$5,000.00
Memorandum of Lease	\$2,000.00	
Disclosure Statement	\$750.00	\$1,250.00
Option Lease	\$1,000.00	\$1,500.00
Deed of guarantee & indemnity (stand-alone)	\$750.00	\$750.00
ATM Licence	\$1,350.00	\$1,350.00
Incentive Deed / Rental Abatement Deed	\$1,000.00	\$1,000.00
Storage Licence (stand-alone)	\$750.00	\$750.00
Seating Licence (stand-alone)	\$750.00	\$750.00
Variation of Lease (Deed Only)	\$1,500.00	\$4,000.00
Surrender (Deed Only) (costs recovered from Lessee unless otherwise arranged)	\$1,500.00	\$2,000.00
Assignment (Deed Only) (all costs recovered from assignor)	\$1,500.00	\$2,000.00
Titles Office forms (where required)	\$350.00	\$350.00
Consent to Sublease	\$1,350.00	\$1,350.00
Consent to Mortgage of Lease	\$350.00	\$350.00
Right of Entry Waiver	\$500.00	\$500.00

Scope of Services

FIXED FEE

*All **fixed fee** amounts quoted are for preparation of the initial document only and any amendments to vary particulars of the lessee, the rent, the term or any other item previously agreed between the parties (“the variations”).*

A summary of the scope of services we will provide for the **fixed fee** is as follows:

- Receive instructions (in the form of a lease instruction form).
- Preparation and provision of draft documents for approval within **5 business days**, including:
 - Obtaining a title search to ensure the correct Title particulars are inserted into each document.
 - Conducting company and bankruptcy searches as required ensuring the viability of the parties.
- Upon receipt of approval, issuing documentation and request for all ancillary items (together with bank guarantee and insurance certificate) to tenant / tenant’s solicitor. Contact tenant / tenant’s solicitor within **7 business days** to confirm receipt of documentation.
- Where required, confirm that the Title is clear of any old dealings so as not to delay registration of the lease.
- Where variations are requested, we will provide a draft response on those requests for approval within **2 business days** (lengthy requests or requests not of a commercial nature may in some instances take longer).
- Where instructions are received in relation to the variations, those instructions will be actioned **within 2 business days**, and amended lease documents provided (as required) for tenant execution.
- On receipt of correspondence from tenant/tenant’s solicitor, immediately provide you with a copy.
- Contact tenant / tenant’s solicitor every **7 business days** to chase response / signed documentation (more frequently as projection completion approaches)
- Upon receipt of executed lease documents, advise you **promptly**, and send a copy of the documents received. We will also confirm whether the documents are in order, or as to any unauthorised amendments which have been made.
- Following receipt of executed documents **in acceptable form**, we will forward to you for landlord execution, together with a certification letter, within **5 business days**:
 - All dealings will be certified in the agreed form, verifying specific items such as limitation of liability clauses are included;
 - Where legal fees are recoverable from the tenant, you will ensure that payment is received at the time the documents are submitted for landlord execution.

- Following landlord execution, we will provide the tenant/tenant's solicitor with a copy of the fully executed documents, and then forward a request for mortgagee consent (if required).
- Following receipt of mortgagee consent, the documents will be lodged for registration.
- Once registered, counterpart documents will be distributed to the respective parties for safe keeping.
- We will track documents as required under State specific legislation as being returned by the tenant.

In order to provide the service and turnaround times that are promised on a fixed fee basis, you will provide:

1. complete lease instructions
2. timely responses to requests for instructions
3. timely lessor lease execution.

We will provide you with a report, categorised by Region, Property and Shop, showing:

- current status
- date of document execution, and
- whether items such as insurance certificates, bank guarantees, stamp duty cheques or registration fees have been received.

NEGOTIATIONS

All negotiations between the parties (excluding amendments to vary particulars of the lessee, the rent or the term or any other item previously agreed between the parties) will be charged at \$375.00 per hour.

Scope of items for negotiations:

- Where amendments are requested, we will provide a draft response on those requests for approval within **2 business days** (lengthy requests or requests not of a commercial nature may in some instances take longer).
- Where instructions are received in relation to the negotiations, those instructions will be actioned **within 2 business days**, and amended lease documents provided (as required) for tenant execution.