

Client Checklist for Leases Prior to Lodgment

		Y	N/A
1	Has the lease been marked by or on behalf of the Office of State Revenue?		
2	Have any alterations to the term, rent and land description been noted by or on behalf of The Office of State Revenue?		
3	Is the reference to title correct?		
4	Is the Certificate of Title; (a) herewith? (b) produced / permanently produced? (c) in LPI with another dealing? (authority to use title required) (d) necessary?		
5	For a lease of premises has a full street address been stated?		
6	For a lease of part of land or part of premises or a lease of premises over 25 years is the area shown in: (a) a plan filed in LPI? (b) an annexed plan? (extra fee payable) <i>See plan checklist.</i>		
7	Are car parking spaces: (a) referred to by number eg car parking space no. 1? (b) shown in a plan filed in LPI? (c) shown in an annexed plan? (extra fee payable) <i>See plan checklist.</i>		
8	Has any discrepancy between the: (a) registered proprietor and lessor been explained/rectified? (b) lessor/lessee and their execution been explained/rectified?		
9	Are the tenancy/shares of the lessees stated?		
10	Has the lease been correctly executed by all parties and witnessed? e.g. (a) Attorney - Name, Book and No. stated. (b) Corporation/Registered Body – ABN/ACN/ARBN, name and capacity of signatories stated. (The name and full address of the witness must be stated)		
11	Have the commencing and terminating dates been stated? Do they agree with the term?		
12	(a) Have all provisions been completed or deleted in accordance with marginal notes? (b) Have all alterations, additions and deletions been verified?		
13	If a current lease conflicts with this lease will it: (a) be removed by this lease as an implied surrender? (extra fee payable) (b) be removed by another dealing? (e.g. Surrender of Lease) (c) remain on title and noted in encumbrances? (concurrent lease)		
14	If an expired lease, with a current option of renewal, conflicts with this lease has the statutory declaration been completed?		
15	If the lease involves Common Property have the appropriate Approved Forms been lodged, e.g. Approved Form 9?		
16	Have Index Sheets, Disclosure Statements, Mortgagee Consents etc. been attached as Annexures?		
17	Have all Annexures and the number of pages contained therein been stated at Marginal Note (G) or stated at the bottom of the page?		
18	Are all the attached Annexures (a) of acceptable quality? (Schedule 1 RP Act Regulations 1998) (b) signed on the first and last page by all parties? (c) identified by an appropriate heading?		
19	Are all pages to an Annexure consecutively numbered?		

Note: If there are standard and uniform provisions/covenants which could apply to numerous leases, you may wish to lodge a Memorandum setting these out and referring to this number in the lease.

Note: *This is a guide only. Requisitions may be raised upon further investigation.*