

Lease Renewal Approval Request Template

Date:
DAY MONTH YEAR

Agency:

Title:

Contact person:

Phone numbers:

Property Description¹²

City:

Property address:

Total area (sqm):

Public interface (sqm): Yes No

Estimated FTE:

Year of construction
(practical completion)

Seismic rating % NBS

Date of seismic
assessment:

DSA, IEP, or ISA³:

Asbestos Management
Plan (if pre 2000): Yes No

¹ Refer to **GPG Property Definitions**

² One application may cover multiple renewals

³ Detailed Seismic Assessment, Initial Seismic Assessment or Initial Evaluation Procedure.

Commercial terms

Lease commencement date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR

Right of renewal being exercised:

Proposed gross rental

Fit out costs (if a substantial upgrade is proposed)

Key Business Drivers

What are the key drivers of this proposal (i.e. the reason for action, pressure (for space/reduce cost, non-negotiable elements)?)

How does this renewal align with any future opportunities within the Government Office Accommodation Programme?

Request endorsed by:

Signature

(Agency Property Manager)

Name

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR

