

WHAT TO EXPECT WHEN YOU'RE THE LANDLORD OF A COMMERCIAL PROPERTY



GO TO MARKET

Showcase your Property

- Find an agent
- Prepare the Property for viewing
- Collect outgoings information you need to disclose
- Let us know when you're getting ready to go to market



FIND A TENANT

The waiting game

- Receive and accept an offer
- Your Agent will prepare a Heads of Agreement (HOA)
- Tenant pays Deposit and signs the HOA



PREPARE LEASE

Leave it with us

- The Agent will send us the HOA
- We will prepare Lease that matches the HOA
- We will send the Lease to the Tenant's solicitor



EXECUTE LEASE

Point of no return

Come and see us to:

- Sign Lease
- Verify ID
- Sign CAF

Receive from Tenant:

- Signed Lease
- Insurance
- First month's rent
- Security



HANDOVER PREMISES

Tenant takes over

- Prepare condition report
- Provided we have confirmed we've received all documents required, you can hand over keys
- Ensure you review and approve promptly any works tenant wants to do



MANAGE ASSET

The reward

- Monitor rent payments and outgoings
- Monitor Tenant compliance with Lease
- A commercial property manager can do these for you for a small fee

Diarise:

- Rent reviews
- Lease renewal

! What is your adventure? Be sure to check that your Tenant's intended purpose for the Premises is permitted under the Crown lease. If not, you may need to seek a Crown lease variation (and pay lease variation charge) to permit your Tenant to trade.

! Look before you leap! Get advice from an architect, builder or Access Canberra about the Tenant's fitout proposal before you approve it, to ensure it is compliant and meets the requirements of your building.