

WHAT TO EXPECT WHEN YOU'RE PRE-LEASING YOUR COMMERCIAL PROPERTY

GO TO MARKET	FIND A TENANT	PREPARE LEASE	EXECUTE LEASE	CONSTRUCTION	HANDOVER PREMISES	MANAGE ASSET
Showcase your Property	The waiting game	Leave it with us	Point of no return	The waiting game	Tenant takes over	The reward
<ul style="list-style-type: none"> <input type="radio"/> Find an agent <input type="radio"/> Prepare plans of the proposed Premises <input type="radio"/> Collect outgoings information you need to disclose <input type="radio"/> Let us know when you're getting ready to go to market 	<ul style="list-style-type: none"> <input type="radio"/> Receive and accept an offer <input type="radio"/> Your Agent will prepare a Heads of Agreement (HOA) <input type="radio"/> Tenant pays Deposit and signs the HOA 	<ul style="list-style-type: none"> <input type="radio"/> The Agent will send us the HOA <input type="radio"/> We will prepare the Agreement for Lease (AFL) that matches the HOA <input type="radio"/> We will send the Lease to the Tenant's solicitor 	<p>Receive from Tenant:</p> <ul style="list-style-type: none"> <input type="radio"/> Signed AFL <input type="radio"/> Insurance <input type="radio"/> First month's rent or Deposit <input type="radio"/> Security <p>Come and see us to:</p> <ul style="list-style-type: none"> <input type="radio"/> Sign AFL <input type="radio"/> Verify ID <input type="radio"/> Sign CAF 	<ul style="list-style-type: none"> <input type="radio"/> Ensure you deliver the Premises in line with the AFL Plans <input type="radio"/> Keep your Tenants updated about Progress 	<ul style="list-style-type: none"> <input type="radio"/> Handover / defects inspection <p>Receive from Tenant:</p> <ul style="list-style-type: none"> <input type="radio"/> Insurance <input type="radio"/> First month's rent <input type="radio"/> Any outstanding Security <input checked="" type="radio"/> Ensure you review and approve promptly any works tenant wants to do 	<ul style="list-style-type: none"> <input type="radio"/> Monitor rent payments and outgoings <input type="radio"/> Monitor Tenant compliance with Lease <input checked="" type="radio"/> A commercial property manager can do these for you for a small fee <p>Diarise:</p> <ul style="list-style-type: none"> <input type="radio"/> Rent reviews <input type="radio"/> Lease renewal

! 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.

! 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.

! What's an AFL? An Agreement for Lease is an agreement that you will grant a Lease over Premises once they are built. It is as serious and as binding as entering into a Lease.