



Property Management Team

Our friendly property management team are available to assist any enquiries concerning your lease. Our experienced staff will be able to answer your questions and help provide a solution to any property management problems you may have.

Feel free to contact us during regular business hours. We value your feedback, as it helps us to better service your needs.

Industrial Sales and Leasing

Commercial Sales and Leasing

Investment Sales

Development Consultants

Land Subdivision Consultants

Property Asset Management

Property Appraisals

Auctioneers

Facey Kendall O'Dea Pty. Ltd.

A.C.N. 053 469 757

A.B.N. 45 053 469 757

Licensed Estate Agents

Member R.E.I.V.

Licensed Estate Agents & Directors:

G. Kendall (O.I.E.C.) & T.J. O'Dea

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Important information about your lease

Condition Report

An inspection with you the Lessee and one of our Management/Sales persons will be conducted at the commencement of your tenancy.

A condition report signed by you and the Lessor/Lessor's Agents will note the conditions of the property at the time. Photographs may also be used and form part of this report.

You are required to reinstate the premises at the end of your tenancy in accordance with this report.

You as the Only Occupant

Only you the Lessee are permitted to occupy the premises. However the Lease provides that you are able to assign or sub-lease the premises with the Lessor's approval in which case a separate application form must be completed and approved by the Lessor/Lessor's Agent. This is particularly important if you are considering selling your business subject to your existing tenancy.

Servicing of Machinery and Equipment

You are responsible for any costs associated with maintenance of fire equipment, essential services (eg, Exit signs, emergency lighting etc) air conditioning equipment, cranes etc (refer also to special condition 9. of your lease).

In order to ensure that this maintenance occurs on the required basis the Lessor will (unless otherwise mutually agreed) take out the maintenance contracts and seek reimbursement from you.

Paying Rent

Rental payments (+ GST if applicable) are due calendar monthly as stipulated within your lease. A monthly Tax invoice will be provided and acts as a friendly reminder.

Rent is payable in advance without deduction and should reach our office on or before the due date. Interest is chargeable on any late rental payments.

Most leases now require payment by direct bank transfer. Our staff can assist you in this regard. You may also pay at our office weekdays between 9am and 5.30pm or on Saturdays till 12.00pm.

Outgoings Payable by You

Outgoings are all other payments other than rental. For example: Council Rates, Water Rates, Insurance (Body Corporate), Land tax, GST etc. These are accounted for as they fall due, unless included in your monthly rental.

Insurance

You are responsible for paying or reimbursing the Lessor's insurance and any applicable excess as a result of an insurance claim. The policy will include owner's Public Liability and Plate Glass.

We also require you to take out your own Public Liability and Contents Insurance. You are not permitted to do anything in the building or to the building which may void the insurance and accordingly **must advise us of any change to your permitted use.**

Maintenance of Premises

You are responsible to keep the Premises including common area and carparking in a neat and tidy condition at all times. You must also keep free of debris all drains, waste pipes, gutters, spouting, rainheads, downpipes, sewers, drains, and washing facilities, etc which may become blocked.

Extra Fittings or Alterations

You must get written consent from the Lessor prior to making any structural alterations to the premises. Example: erecting offices, mezzanine flooring, and security bars. These may need to be reinstated at the termination of your tenancy if required by the Lessor.

Locks and Keys

When you take possession of the property, **we recommend that you change the barrels/keys** to all access doors of the premises as the keys provided may not be the only ones used by previous occupants/tradesperson.



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