

OFFER TO LEASE

We, _____(company) would like to submit a Formal Offer to Lease the premises at _____, for \$ _____ per annum, plus GST plus Outgoings
For a period of _____(years/months) with an option to renew for _____(years/months)
Commencing on _____(Date)
Special conditions /requirements _____

BUSINESS / COMPANY DETAILS

- Company Name _____
- Type of entity (Pty Ltd, sole trader, etc) _____
- Business description _____
- ABN/ACN _____
- Date established _____
- # of employees _____
- Annual turnover \$ _____

Director details for each director

- Name _____
- Address _____
- Description/Value of assets _____
- Phone/email _____
- Share of business _____

References:

- Accountant details _____
- Banker details _____
- Solicitor details _____
- Supplier/Business associate _____
- Agent/landlord for current lease _____

_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)