

# Commercial Tenancy Agreement

Fourth Edition

This Tenancy Agreement is made between the Lessor and the Tenant. The Lessor leases to, and the Tenant accepts a lease of, the Premises for the rent payable by the Tenant, subject to the terms of this Agreement.

**THIS AGREEMENT COMPRISES THE REFERENCE SCHEDULE AND COMMERCIAL TENANCY AGREEMENT CONDITIONS.**

**DO NOT USE THIS DOCUMENT:**

- **FOR RESIDENTIAL TENANCIES.**
- **FOR PREMISES COVERED BY THE RETAIL SHOP LEASES ACT 1994 (Qld).**
- **WHERE THE TERM OF THE LEASE (INCLUDING OPTIONS) EXCEEDS THREE (3) YEARS.**
- **WHERE REGISTRATION UNDER THE LAND TITLE ACT 1994 (Qld) IS REQUESTED BY THE TENANT.**
- **WHERE A HIGH VALUE LEASE IS TO BE ENTERED INTO AS YOU MAY NOT OBTAIN THE PROTECTION OF A LEASE PREPARED BY A SOLICITOR.**

## INSTRUCTIONS TO COMPLETE

1. The parties should be advised to seek legal advice about the Tenancy Agreement. Reference should be made to Sections 24(3A) to (7) of the *Legal Profession Act 2007 (Qld)* when preparing and completing this Agreement.
2. This Agreement provides for rent to be reviewed by either an index review or by fixed increases. It is not suitable for use where rent is to be reviewed to market except if the Agreement provides for an option (refer clause 15.1).
3. Only certain outgoings are recoverable in all circumstances (see the definitions of 'outgoings' in clause 1.2). Additional outgoings may be recovered by ticking the boxes at item 10(b).
4. Ensure that all items are completed in the Reference Schedule.

**Item 1:** Full name/s of the owner/s of the property and their address. If the Lessor is a company, include ABN. DO NOT use a business name.

**Item 2:** Full name/s of the Tenant. If the Tenant is a company, include its ABN. DO NOT use a business name.

**Item 4:** The Premises must be clearly identified e.g. "Suite 3, 45 John Street, Spring Hill" etc. If not able to be identified by name, a sketch plan must be attached to the Agreement and the address must be included at Item 4.

**Item 6:** Insert the period of the further Tenancy, e.g. "6 months" or "1 year" or "not applicable". **The total term of the lease including any options is not to exceed three years. Plus insert the notice period to exercise the option.**

**Item 8:** Insert the date/s on which the rent is to be reviewed and the method of the rent review or "not applicable".

**Item 9:** The Permitted Use should be stated clearly.

**Item 10(a):** Insert the percentage of outgoings the Tenant is to pay, e.g. "25%" or "100%" or "Not applicable".

**Item 10(b):** Tick any additional outgoings the Tenant is to pay.

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**REFERENCE SCHEDULE****1. LESSOR:**

NAME:

MA PROPERTY GROUP PTY LTD ATF LIFESAVER SUPERANNUATION FUND

ABN: 87 901 893 571

ACN:

ADDRESS: PO BOX 23

SUBURB: MOFFAT BEACH

STATE: QLD POSTCODE: 4551

PHONE:

MOBILE:

FAX:

EMAIL:

0422 422 878

koolen4@bigpond.com

**2. TENANT:**

NAME:

AHLEC PTY LTD

ABN: 35 155 046 003

ACN:

ADDRESS: 11 CLARKES ROAD

SUBURB: DIDDILLIBAH

STATE: QLD POSTCODE: 4559

PHONE:

MOBILE:

FAX:

EMAIL:

0431 587 627

andy@ahlec.com.au

**3. GUARANTOR:**

NAME:

ANDREW JAMES HALL

ABN:

ACN:

ADDRESS: 11 CLARKES ROAD

SUBURB: DIDDILLIBAH

STATE: QLD POSTCODE: 4559

PHONE:

MOBILE:

FAX:

EMAIL:

0431 587 627

andy@ahlec.com.au

**4. PREMISES:**

← Annex a plan if available

Level or Tenancy No. 17

ADDRESS: 24 HOOPERS ROAD

SUBURB: KUNDA PARK

STATE: QLD POSTCODE: 4556

Description: Lot: 17

RP/SP: SP195873

**5. TERM:**The Term of the Agreement is: 2 ☐ Months ☒ Years

Commencing on: 21/08/2020 and ending on: 20/08/2022

DATE (dd/mm/yyyy):

DATE (dd/mm/yyyy):

**6. OPTION OF RENEWAL (IF ANY):**

Note: The term of the lease (including options) should not exceed three (3) years.

Period of further term: 1 YEAR

Final date for exercise of option: 21/05/2022

DATE (dd/mm/yyyy):

**7. RENT:**

\$ 35,280.00 + OUTGOINGS + GST

per: ☐ month ☒ year

← Select applicable box

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**8. RENT REVIEW:**

Refer to clause 3.3

Note: Failure to review on these dates does not waive the Lessor's right to review.

Review Date	Type of Review
21/08/2021	<input checked="" type="checkbox"/> Index review <input type="checkbox"/> Fixed increase - amount of increase: _____ %
21/08/2022	<input checked="" type="checkbox"/> Index review <input type="checkbox"/> Fixed increase - amount of increase: _____ %

**9. PERMITTED USE:**

INSTALLATION OF SOLAR POWER/OFFICE

**10. OUTGOINGS:**

Refer to clause 1.2(9)

**10(a) Percentage of Outgoings:**

100% of outgoings for leased area

**10(b) Additional Outgoings including the costs of (tick if applicable):**

Managing and operating the Building	<input checked="" type="checkbox"/>
Repair and maintenance of the Building	<input checked="" type="checkbox"/>
Gardening and Landscaping	<input checked="" type="checkbox"/>
Provision and servicing of Air-conditioning to the Building	<input checked="" type="checkbox"/>
Cleaning the Building	<input checked="" type="checkbox"/>
Pest Control	<input checked="" type="checkbox"/>
Security services	<input checked="" type="checkbox"/>
Provision and servicing of Fire Detection and extinguishing equipment	<input checked="" type="checkbox"/>
Provision and servicing of lifts and escalators	<input type="checkbox"/>
Common Area Electricity	<input type="checkbox"/>
Trade waste	<input checked="" type="checkbox"/>
Other (insert details):	

**11. DEPOSIT:**

\$ 6,468 EQUIVALENT TO 2 MONTHS RENT + GST

**12. LESSOR'S AGENT:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_

STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ABN: \_\_\_\_\_

ACN: \_\_\_\_\_

LICENCE NUMBER: \_\_\_\_\_

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## SPECIAL CONDITIONS


The parties should seek legal advice about any special conditions required. Please note sections 24(3A) to (7) of the *Legal Profession Act 2007 (Qld)* when preparing and completing this Agreement.

SEE ANNEXURE A & B

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**AGREEMENT MADE**


DATE: 21-08-2020 | 3:25:27 PM AEST EXECUTED as an Agreement.  
 (dd/mm/yyyy):

**EXECUTION BY LESSOR****LESSOR 1**

Executed by: MA PROPERTY GROUP PTY LTD ATF LIFESAVER SUPERANNUATION FUND  
 in accordance with Section 127 of the *Corporations Act 2001* (Cth).

Director/Secretary

DocuSigned by:



B9F40A629B9F4CB...

Allanah Koolen

Director

Name of Director/Secretary (BLOCK LETTERS)

Name of Director (BLOCK LETTERS)

**OR** (only complete this part if signing as attorney for the Lessor)

SIGNED by

the duly constituted **attorney** of the LESSOR (who states s/he has received no notice of revocation) under power of attorney dated \_\_\_\_\_ registered no \_\_\_\_\_ in the presence of:

Signature of Witness

Name of Witness (BLOCK LETTERS)

**OR**

SIGNED by

AS LESSOR in the presence of:

Signature of Witness

Name of Witness (BLOCK LETTERS)

ADDRESS OF WITNESS:

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

**LESSOR 2**

Executed by: \_\_\_\_\_  
 in accordance with Section 127 of the *Corporations Act 2001* (Cth)

Director/Secretary

Director

Name of Director/Secretary (BLOCK LETTERS)

Name of Director (BLOCK LETTERS)

**OR** (only complete this part if signing as attorney for the Lessor)

SIGNED by

the duly constituted **attorney** of the LESSOR (who states s/he has received no notice of revocation) under power of attorney dated \_\_\_\_\_ registered no \_\_\_\_\_ in the presence of:

Signature of Witness

Name of Witness (BLOCK LETTERS)

**OR**

SIGNED by

AS LESSOR in the presence of:

Signature of Witness

Name of Witness (BLOCK LETTERS)

ADDRESS OF WITNESS:

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

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**EXECUTION BY TENANT****TENANT 1**Executed by: AHLEC PTY LTD

in accordance with Section 127 of the Corporations Act 2001 (Cth).

Director/Secretary

x

ANDREW HALL

Director

x

**SIGN  
HERE**

Name of Director/Secretary (BLOCK LETTERS)

Name of Director (BLOCK LETTERS)

**OR** (only complete this part if signing as attorney for the Tenant)

SIGNED by

the duly constituted **attorney** of the TENANT (who states s/he has received no notice of revocation) under power of attorney dated \_\_\_\_\_ registered no \_\_\_\_\_ in the presence of: \_\_\_\_\_

Signature of Witness

Name of Witness (BLOCK LETTERS)

**OR**

SIGNED by

AS TENANT in the presence of:

Signature of Witness

Name of Witness (BLOCK LETTERS)

ADDRESS OF WITNESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_

STATE: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

**TENANT 2**

Executed by: \_\_\_\_\_

in accordance with Section 127 of the Corporations Act 2001 (Cth).

Director/Secretary

Director

Name of Director/Secretary (BLOCK LETTERS)

Name of Director (BLOCK LETTERS)

**OR** (only complete this part if signing as attorney for the Tenant)

SIGNED by

the duly constituted **attorney** of the TENANT (who states s/he has received no notice of revocation) under power of attorney dated \_\_\_\_\_ registered no \_\_\_\_\_ in the presence of: \_\_\_\_\_

Signature of Witness

Name of Witness (BLOCK LETTERS)

**OR**

SIGNED by

AS TENANT in the presence of:

Signature of Witness

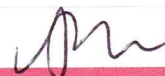
Name of Witness (BLOCK LETTERS)

ADDRESS OF WITNESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_

STATE: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

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**EXECUTION BY THE GUARANTOR**

SIGNED by

x

ANDREW JAMES HALL

Name of Guarantor (BLOCK LETTERS)

x *Shayner*

Signature of Witness

*[Signature]*

AS GUARANTOR in the presence of:

SIGN  
HERE

DARYL LESLIE TRAYNOR

Name of Witness (BLOCK LETTERS)

SIGN  
HERE

ADDRESS OF WITNESS:

807 DIDDILLIBAH ROAD

SUBURB:

DIDDILLIBAH

STATE:

Q

POSTCODE:

4539

SIGNED by

Name of Guarantor (BLOCK LETTERS)

Signature of Witness

AS GUARANTOR in the presence of:

Name of Witness (BLOCK LETTERS)

ADDRESS OF WITNESS:

SUBURB:

STATE:

POSTCODE:

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## COMMERCIAL TENANCY AGREEMENT CONDITIONS

IT IS AGREED

### 1. DEFINITIONS AND INTERPRETATION

#### 1.1 Terms in Reference Schedule

Where a term used in this Agreement appears in bold type in the in the Reference Schedule, that term has the meaning shown opposite it in the Reference Schedule.

#### 1.2 Definitions

Unless the context otherwise requires:

- (1) **"Agreement"** means this document, including any Schedule or Annexure to it;
- (2) **"Building"** means the building of which the Premises forms part;
- (3) **"Business Day"** means a day that is not a Saturday, Sunday or any other day which is a Public Holiday or a Bank Holiday in the place where an act is to be performed or a payment is to be made;
- (4) **"Claim"** includes any claim or legal action and all costs and expenses incurred in connection with it;
- (5) **"Default Interest Rate"** means the Standard Default Contract Rate applying at the due date published by the Queensland Law Society Inc.;
- (6) **"GST"** means a goods and services tax or similar value added tax;
- (7) **"Land"** means the Land on which the Premises are situated;
- (8) **"Lessor's Property"** means any property owned by the Lessor in the Premises or on the Land and includes the property identified in any inventory annexed to this Agreement;
- (9) **"Outgoings"** means the following charges levied or expenses payable in respect of the Premises, the Land or the Building (as the case requires):
  - (a) Rates and charges that a local government imposes and levies collected by a local government on behalf of the State of Queensland;
  - (b) Insurance premiums (including building, fire, loss of rent, plate glass and public liability) payable by the Lessor;
  - (c) Land tax;
  - (d) Body Corporate fees and levies (including but not limited to Administrative Fund levies and Sinking Fund levies); and
  - (e) the additional outgoings referred to in Item 10(b) of the Reference Schedule;
- (10) **"Premises"** means the premises described in Item 4 of the Reference Schedule and includes the Lessor's Property in the Premises;
- (11) **"REIQ"** means The Real Estate Institute of Queensland Ltd;
- (12) **"Tenancy"** means the tenancy between the Lessor and the Tenant created by this Agreement;
- (13) **"Tenant's Employees"** means each of the Tenant's employees, contractors, agents, customers, subtenants, licensees or others (with or without invitation) who may be on the Premises, the Building or the Land;
- (14) **"Tenant's Property"** includes all fixtures and other articles in the Premises which are not the Lessor's;
- (15) **"Tenant's Services"** means all utilities and services in or provided to the Premises and without limiting the generality of the foregoing shall include provision of electricity, gas, water, waste disposal, sewerage, telephone and data services; and
- (16) **"Term"** means either a periodic monthly tenancy or the period of months or years described in Item 5 of the Reference Schedule, as applicable, commencing on the date in Item 5 in the Reference Schedule.

#### 1.3 Interpretation

- (1) Reference to:
  - (a) one gender includes each other gender;
  - (b) the singular includes the plural and the plural includes the singular;
  - (c) a person includes a body corporate;
  - (d) a party includes the party's executors, administrators, successors and permitted assigns; and
  - (e) a statute, regulation or provision of a statute or regulation (**"Statutory Provision"**) includes:
    - (i) that Statutory Provision as amended or re-enacted from time to time; and
    - (ii) a statute, regulation or provision enacted in replacement of that Statutory Provision.
- (2) All monetary amounts are in Australian dollars, unless otherwise stated.
- (3) If a party consists of more than one person, this Agreement binds them jointly and each of them severally.
- (4) Headings are for convenience only and do not form part of this Agreement or affect its interpretation.
- (5) A party which is a trustee is bound both personally and in its capacity as a trustee.
- (6) "Including" and similar expressions are not words of limitation.
- (7) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
- (8) If an act must be done on a specified day which is not a Business Day, the act must be done instead on the next Business Day.
- (9) Where this Tenancy permits or requires the Lessor to do something, it may be done by a person authorised by the Lessor.
- (10) Sections 105 and 107 of the **Property Law Act 1974 (Qld)** do not apply to this Tenancy.

### 2. TERM AND HOLDING OVER

#### 2.1 Term

The Lessor lets the Premises to the Tenant and the Tenant accepts the Premises as tenant for the Term.

#### 2.2 The Tenant may exercise an option to renew this Agreement for the further term if clause 15 applies.

#### 2.3 Monthly Tenancy

If the Tenant continues to occupy the Premises after the Term with the Lessor's consent then:

- (1) the Tenant does so as a monthly Tenant on the same basis as at the last day of the Term; and
- (2) either party may terminate the monthly tenancy by giving to the other one (1) month's notice expiring on any day.

### 3. RENT AND RENT REVIEWS

#### 3.1 Rent

The Tenant must:

- (1) pay the Rent by equal monthly instalments in advance on the first day of each month;
- (2) pay the first instalment on the signing of this Agreement;
- (3) if necessary, pay the first and last instalments apportioned on a daily basis; and
- (4) pay all instalments as the Lessor directs.

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### 3.2 Definitions

In clause 3.3:

- (1) **"Index Number"** means the Consumer Price Index (All Groups) for Brisbane published by the Australian Bureau of Statistics. If that index no longer exists, "Index Number" means an index that the Chief Executive Officer of the REIQ decides best reflects changes in the cost of living in Brisbane; and
- (2) **"Review Date"** means a date which is stated in Item 8 of the Reference Schedule as a date from which the rent is to be reviewed.

### 3.3 Rent Review

#### (1) Application

This clause 3.3 applies if there is a Review Date.

#### (2) Review

The Rent must be reviewed as from each Review Date to an amount represented by:

If an Index Review, then A where:

$$A = \frac{B \times D}{C}$$

Where B = the Index Number for the quarter ending immediately before the relevant Review Date.

Where C = the Index Number for the quarter one (1) year before the quarter in B; and

Where D = the Rent payable immediately before the Review Date.

Or if a Fixed Increase, then A where:

$$A = B + B \times C$$

Where B = the Rent payable immediately before the Review Date.

Where C = the percentage stated in Item 8 of the Reference Schedule.

- (3) Time is not of the essence in respect of the review of Rent.

## 4. OUTGOINGS

- (1) The Tenant must pay the Lessor the whole, or where a percentage is stated in Item 10(a) of the Reference Schedule that percentage of the Outgoings for the Premises, or the property of which the Premises is part as applicable.
- (2) Outgoings are payable to the Lessor within fourteen (14) days of production to the Tenant of a copy of the Lessor's assessment notice or account.

## 5. USE OF THE PREMISES

### 5.1 Permitted Use

The Tenant must only use the Premises for the Permitted Use.

### 5.2 Restrictions on use

The Tenant must not:

- (1) disturb the occupants of adjacent premises;
- (2) display any signs without the Lessor's written consent which must not be unreasonably withheld;
- (3) overload any Tenant's Services;
- (4) damage the Lessor's Property;
- (5) alter the Premises, install any partitions or equipment or do any building work without the Lessor's prior written consent;
- (6) do anything that may invalidate the Lessor's insurance or increase the Lessor's premiums; or
- (7) do anything unlawful or illegal on the Premises.

### 5.3 Tenant's Services

The Tenant shall be responsible for payment for all Tenant's Services provided directly to the Premises.

## 6. MAINTENANCE AND REPAIR

### 6.1 Repair

The Tenant must:

- (1) keep the Premises in good repair and condition except for fair wear and tear, inevitable accident and inherent structural defects; and
- (2) fix any damage caused by the Tenant or the Tenant's Employees.

### 6.2 Cleaning and Maintenance

The Tenant must:

- (1) keep the Premises clean and tidy; and
- (2) keep the Tenant's Property clean and maintained in good order and condition.

### 6.3 Lessor's Right to Inspect and Repair

- (1) The Lessor may enter the Premises for inspection or to carry out maintenance, repairs or building work at any reasonable time after giving notice to the Tenant. In an emergency, the Lessor may enter at any time without giving the Tenant notice.
- (2) The Lessor may carry out any of the Tenant's obligations on the Tenant's behalf if the Tenant does not carry them out on time. If the Lessor does so, the Tenant must promptly pay the Lessor's costs.

## 7. ASSIGNMENT AND SUBLETTING

- 7.1 The Tenant must obtain the Lessor's consent before the Tenant assigns, sublets or deals with its interest in the Premises.

- 7.2 The Lessor must give its consent if:

- (1) the Tenant satisfies the Lessor that the new tenant is financially secure and has the ability to carry out the Tenant's obligations under this Tenancy;
- (2) the new tenant signs any agreement and gives any security which the Lessor reasonably requires;
- (3) the Tenant complies with any other reasonable requirements of the Lessor;
- (4) the Tenant is not in breach of the Tenancy; and
- (5) the Tenant pays the Lessor's reasonable costs of giving its consent.

## 8. TENANT'S RELEASE AND INDEMNITY

- 8.1 The Tenant occupies and uses the Premises at its own risk. The Tenant also carries out building work in the Premises at its risk.

- 8.2 The Tenant releases the Lessor from and indemnifies it against all Claims for damages, loss, injury or death:

- (1) if it:
  - (a) occurs in the Premises;
  - (b) arises from the use of the Services in the Premises; or
  - (c) arises from the overflow or leakage of water from the Premises,
 except to the extent that it is caused by the Lessor's deliberate act or negligence; and
- (2) if it arises from the negligence or default of the Tenant or the Tenant's employees, except to the extent that it is caused by the Lessor's deliberate act or negligence.

- 8.3 The Lessor must do everything reasonable to ensure the Tenant's Services operate efficiently during normal working hours.

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8.4 Except to the extent that any interruption to the operation of the Tenant's Services is caused by the Lessor's deliberate act or negligence then in the event that the Tenant's Services do not operate efficiently the Tenant shall:-

- (a) have no right to claim compensation against the Lessor; and
- (b) have no right to terminate this Agreement.

8.5 The Tenant releases the Lessor from and indemnifies the Lessor against any Claim or costs arising from anything the Lessor is permitted to do under this Tenancy.

## 9. DEFAULT AND TERMINATION

### 9.1 Default

The Tenant defaults under this Agreement if:

- (1) the Rent or any money payable by the Tenant is unpaid for fourteen (14) days;
- (2) the Tenant breaches any other term of this Agreement;
- (3) the Tenant assigns its property for the benefit of creditors;
- (4) the Tenant becomes a bankrupt person within the meaning of the *Bankruptcy Act 1966 (Cth)*; or
- (5) the Tenant becomes an externally-administered body corporate within the meaning of the *Corporations Act 2001 (Cth)*.

### 9.2 Forfeiture of Tenancy

If the Tenant defaults and does not remedy the default when the Lessor requires it to do so, the Lessor may, subject to its obligations under s 124 of the *Property Law Act 1974 (Qld)*, do any one or more of the following after giving any notice required by law:

- (1) re-enter and take possession of the Premises;
- (2) by notice to the Tenant, terminate this Agreement;
- (3) by notice to the Tenant, convert the unexpired portion of the Term into a tenancy from month to month;
- (4) exercise any of its other legal rights;
- (5) recover from the Tenant any loss suffered by the Lessor due to the Tenant's default.

## 10. TERMINATION OF TERM

### 10.1 Tenant's Obligations

At the end of the Term the Tenant must:

- (1) vacate the Premises and give them back to the Lessor in the condition required by clause 6.1(1);
- (2) remove all the Tenant's Property from the Premises;
- (3) repair any damage caused by removal of the Tenant's Property and leave the Premises clean; and
- (4) return all keys, security passes and cards held by it or the Tenant's Employees.

### 10.2 Failure to Remove Tenant's Property

If the Tenant does not remove the Tenant's Property at the end of the Term, the Lessor may:

- (1) remove and store the Tenant's Property at the Tenant's risk and expense; or
- (2) treat the Tenant's Property as abandoned, in which case title in the Tenant's Property passes to the Lessor who may deal with it as it thinks fit without being liable to account to the Tenant.

## 11. DAMAGE AND DESTRUCTION

### 11.1 Rent Reduction

If the Premises are damaged or destroyed and as a result the Tenant cannot use or gain access to the Premises then from the date that the Tenant notifies the Lessor of the damage or destruction the Lessor:

- (1) must reduce the Rent and any other money owing to the Lessor by a reasonable amount depending on the type, extent and effect of damage or destruction; and
- (2) cannot enforce clause 6.1 against the Tenant; until the Premises are fit for use or accessible.

### 11.2 Tenant May Terminate

The Tenant may terminate this lease by notice to the Lessor unless the Lessor:

- (1) within three (3) months of receiving the Tenant's notice of termination, notifies the Tenant that the Lessor will reinstate the Premises; and
- (2) carries out the reinstatement works within a reasonable time.

### 11.3 Exceptions

Clauses 11.1 and 11.2 do not apply where:

- (1) the damage or destruction was caused by or contributed to, or arises from any wilful act of the Tenant or the Tenant's Employees; or
- (2) an insurer under any policy effected by the Lessor refuses indemnity or reduces the sum payable under the policy because of any act or default of the Tenant or the Tenant's Employees.

### 11.4 Lessor May Terminate

If the Lessor considers the damage to the Premises renders it impractical or undesirable to reinstate the Premises or the Building, it may terminate this lease by giving the Tenant at least one (1) month's notice ending on any day of the month. At the end of that month's notice, this lease ends.

### 11.5 Dispute Resolution

- (1) Any dispute under this clause 11 must be determined by an independent qualified Valuer appointed by the Chief Executive Officer of the REIQ at the request of either party.
- (2) In making the determination, the Valuer acts as an expert and the determination is final and binding on both parties.
- (3) The cost of the determination must be paid by the parties equally unless otherwise decided by the Valuer.

### 11.6 Lessor Not Obligated to Reinstate

- (1) Nothing in this lease obliges the Lessor to reinstate the Building or the Premises or the means of access to them.
- (2) When reinstating the Building or the Premises, the Lessor is entitled to change their design, fabric, character or dimensions to comply with any law or lawful requirement.

### 11.7 Antecedent Rights

Termination under this clause 11 does not effect either parties' accrued rights before termination.

## 12. INTEREST FOR LATE PAYMENT

Without affecting the Lessor's other rights, if the Tenant does not pay any money owing to the Lessor under this Agreement within fourteen (14) days after the due date, the Tenant must pay interest on that money calculated at the Default Interest Rate from the due date for payment until payment is made.

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### 13. DUTY

The Tenant must pay stamp duty on this lease, if applicable, and other government imposts payable in connection with this Agreement and all other documents and matters referred to in this Agreement when due or earlier if requested in writing by the Lessor.

### 14. GOODS AND SERVICES TAX

If a GST is imposed on any supply made to the Tenant under or in accordance with this Tenancy, the amount the Tenant must pay for that supply is increased by the amount of that GST.

### 15. OPTION FOR FURTHER TENANCY

15.1 This clause 15 applies if item 6 of the Reference Schedule is completed with a period of a further term.

15.2 If the Tenant:

- (1) wishes to lease the Premises for the further term; and
- (2) gives notice to that effect to the Lessor strictly in accordance with the timeframes in item 6 of the Reference Schedule; and
- (3) has not breached this Agreement or if breached such breach has been waived by the Lessor or remedied,

the Lessor must, subject to clause 15.6, grant to and the Tenant must take a further tenancy (**New Tenancy**) of the Premises on the terms and conditions set out in clause 15.3.

15.3 The New Tenancy will be on the same terms and conditions as this Agreement except that:

- (1) the Rent for the New Tenancy will be the amount agreed between the Lessor and the Tenant or, failing agreement by the date the Term expires, the market rent for the Premises determined by an independently qualified Valuer (acting as an expert) in accordance with clause 15.4;
- (2) the Commencement Date will be the day after the Term expires; and
- (3) the New Tenancy will omit this clause 15 unless there is more than one option of renewal set out in item 6 of the Reference Schedule.

15.4 If the Rent is to be determined according to the market under clause 15.3(1), the Valuer is to be nominated by the Chief Executive Officer of the REIQ at the request of either party. The following additional terms apply:

- (1) the Valuer's decision is final and binding on the parties;
- (2) the Valuer's costs must be paid by the Lessor and the Tenant equally. Either party may pay the Valuer's costs and recover one half of the amount paid from the other party on demand; and
- (3) if the Rent for the New Tenancy is not determined by the date the Term expires, then:
  - (a) until the Valuer determines the Rent for the New Tenancy, the Tenant must continue to pay the existing Rent; and
  - (b) when the Valuer's decision is made under this clause 15(4), the parties will make an adjustment for any over or under payment of the Rent.

15.5 Before transferring any interest in the Land, the Lessor must obtain a signed deed from the transferee containing covenants in favour of the Tenant that the transferee will be bound by the terms of this Agreement and will not transfer its interest in the Land unless it obtains a similar deed from its transferee.

15.6 If there is a Guarantor under this Agreement, the Lessor is not required to grant the New Tenancy unless the Tenant obtains a further guarantee on the same terms of the due and punctual performance of the Tenant's obligations under this Agreement by the Guarantor or any other replacement guarantor acceptable to the Lessor.

### 16. DEPOSIT AND COMMISSION

16.1 The Tenant must pay the Deposit to the Lessor's Agent on signing this Agreement.

16.2 The Deposit must be applied against the Rent payable by the Tenant on the commencement of the Term.

16.3 The Lessor agrees to pay the Agent's commission to the Lessor's Agent and authorises the Agent to draw the commission on the commencement of the Term from money received from the Tenant in payment of Rent.

### 17. NOTICES

17.1 Any notice given or required by this Agreement to be given to a party ("the addressee") must be in writing and, without prejudice to any other lawful method of service, shall be deemed to have been sufficiently given if it is sent to a facsimile number or email address which has been stated for the addressee in this Agreement or otherwise provided by the addressee to the sender.

17.2 Any such notice sent to a facsimile number shall be deemed to have been received by the addressee when the sender obtains a clear transmission report.

17.3 Any such notice sent to an email address shall be deemed to have been received by the addressee when it is capable of being retrieved by the addressee at the email address in accordance with section 24 of the **Electronic Transactions (Queensland) Act 2001**.

17.4 Any such notice may also be given in the manner provided in section 109X of the **Corporations Act 2001 (Cth)** as if it were being served for the purposes stated in that section or in accordance with the provisions of section 347 of the **Property Law Act 1974 (Qld)**.

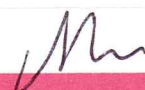
### 18. GUARANTEE AND INDEMNITY

18.1 Where Item 3 of the Reference Schedule is completed with the name or names of any person or persons then the succeeding provisions of this clause 18 shall apply.

18.2 The Guarantor (and jointly and severally where there is more than one Guarantor) guarantees to the Lessor the timely payment by the Tenant of the Rent and other moneys agreed to be paid by the Tenant under this Agreement and the timely compliance with all the terms by which the Tenant is bound under this Agreement.

18.3 The Guarantor will at all times pay to the Lessor on demand and indemnify and keep the Lessor indemnified from and against all losses which the Lessor may suffer or incur consequent upon or arising out of any failure by the Tenant to comply with the terms in a timely manner.

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## Annexure A

### SPECIAL CONDITIONS

#### 1. GENERAL

Both the Lessor and the Tenant acknowledge and agree that:

- a) North Coast Commercial Properties Pty Ltd trading as Ray White Commercial Northern Corridor Group (The Agent) did not give either party any legal advice as to the meaning or effect of any terms in the CTA, whether standard terms in the terms of CTA of the Special Conditions.
- b) The Agent recommended that both parties should seek independent legal advice for any questions or queries in relation to meaning and effect of any terms or special conditions in the CTA.

#### 2. RENEWAL

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#### 3. PERMITTED USE

a) It is the Tenant's responsibility to ensure that their intended use complies with all regulations from local government, body corporate or any other relevant authority. Any fees or charges that may apply either now or in the future, in relation to the Tenant complying with these regulations, are the Tenant's sole responsibility. The Landlord gives no warranty the Premises can be used for the Permitted Use.

#### 4. INSURANCE

- a) The Tenant hereby agrees to effect and keep current during the occupation by the Tenant of the premises Public Liability Insurance for an amount no less than \$20 Million, or a higher amount as the Lessor/Lessor's Agent may from time to time reasonably determine.
- b) If the Tenancy includes plate glass such as partitions or a glass shop front the Tenant must carry insurance for plate glass replacement.
- c) The Lessor is required to be noted on the Public Insurance Policy as an Interested Party.

#### 5. RENT, SECURITY BOND & OUTGOINGS

Further to items 7 (RENT), 10 (OUTGOINGS) & 11 (DEPOSIT), of the CTA:

- a) Rent and Outgoings will be paid in advance in monthly instalments.
- b) The Lessor/Lessor's Agent may present the outgoings in an Annual Outgoings Budget based on estimates for the financial year.
- c) A Security Bond of \$6,468.00 (representing (2) month's rental incl GST at the commencement rate) will be paid at the time a CTA is signed by the Tenant and prior to its acceptance by the Lessor.
- d) Access to the property will be granted once the deposit and security bond have been paid in full, both parties have signed this agreement, and the Tenant has provided a copy of their Public Liability Insurance.
- e) If Rent and Outgoings remain unpaid for more than 14 days, the Lessor/Lessor's Agent may issue a Notice To Remedy Breach that includes a default charge per notice.
- f) In addition to any other rights of Landlord pursuant to the Commercial Tenancy Agreement and at law. If at any time the Tenant fails to observe and perform any of the Tenant's obligations in this CTA, the Lessor/Lessor's Agent may take all or any part of the Security Bond as compensation for any loss or damage suffered or which may be suffered by the Lessor/Lessor's Agent because of that failure. The Tenant will be required to reinstate the Security Bond as directed by the Lessor/Lessor's Agent.
- g) Upon expiration of the term the Lessor/Lessor's Agent will return the Security Bond to the Tenant within a reasonable time frame, less any deductions, following the outcome of the make good obligations.

#### 6. ELECTRONIC TRANSMISSION

In the event that this agreement is sent via electronic transmission by either party and is subsequently duly signed and returned by electronic transmission, then it is deemed that the Original Tenancy Agreement has been signed by the parties.

For the purpose of sections 11 and 12 of the Electronic Transactions (QLD) Act 2001, the Buyer and the Seller consent to information being given by electronic communication.

#### 7. MAKE GOOD CLAUSE

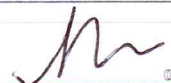
In addition to the obligations of the Tenant set out in Clause 10 of the Standard Terms. The Tenant hereby agrees that on or before the expiry, or any earlier date this agreement ends, they must make good the premises to its original state as when first entered into this agreement. The Tenant acknowledges that the minimum requirements for the make good of the premises will include but are not limited to:

- a) Treat as previously treated all internal surfaces of the Premises by painting, staining, polishing or otherwise to a specification approved by the Lessor/Lessor's Agent; and
- b) Repair or replacement of all window and floor coverings and all fixtures, fitting and other property in the premises that the Lessor/Lessor's Agent may reasonably determine are worn or damaged or required to be replaced;

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## Annexure B

### SPECIAL CONDITIONS CONTINUED

- c) Professional clean of the entire premises, including carpet cleaning if applicable, by a professional commercial property cleaner;
- d) Removal of all signage and Tenant property at the premises.

If the Tenant does not make good the premises within 7 days of the expiry or earlier termination of this Agreement the Lessor/Lessor's Agent may arrange the make good of the premises at the Tenants cost.

#### 8. FIRE SAFETY EQUIPMENT

the Tenant must use a licensed tradesperson to conduct regular servicing & maintenance on such fire safety equipment at no less than 6 monthly intervals or as recommended by the Australian Standards throughout the term of this agreement and while in possession of the premises at the Tenants cost. Furthermore, should the activity of the Tenants business require additional Fire Safety Equipment, then it shall be at the Tenants expense & liability to install and service such extra equipment. It is the Tenants responsibility to ensure that all laws, regulations, codes and other requirements are met with respect to fire safety and equipment. The Lessor/Lessor's Agent may request copies of service records at any given time.

#### 9. MAINTENANCE REQUESTS

The Tenant acknowledges and hereby agrees that they are required to notify the Lessor/Lessor's Agent in writing of all fixtures, fittings and the Lessor's property that are damaged or require maintenance promptly once becoming aware of same and to put all maintenance requests in writing to the Lessor/Lessors Agent as soon as noticed.

#### 10. PESTS & RODENTS

The Tenant must keep the premises clean and free from pests, rodents and rubbish, including daily cleaning and rubbish removal in a way and to a location reasonably designated by the Lessor/Lessor's Agent.

#### 11. AIR CONDITIONING

The Tenant must affect and maintain with reputable specialist contractors, comprehensive service, maintenance and repair contracts approved by the Lessor/Lessor's Agent with respect to the air conditioning equipment on the Premises at the Tenants cost no less than 6 monthly intervals. The Tenant shall be responsible for all repairs and replacements with respect to the air-conditioning equipment at their cost except major components of a capital nature. The Tenant shall be liable for the repair and replacement of major components of a capital nature where:

- a) The repair or replacement is required because of the Tenants and/or their contractors, employees or invitees negligent acts or omissions; and/or
- b) The Tenant has failed to enter a service, maintenance and repair contract with respect to the air conditioning equipment as required by this clause.

The Lessor/Lessor's Agent may request copies of service records at any given time.

#### 12. GARAGE DOOR REPAIR AND MAINTENANCE

The Tenant is responsible for repairing, maintaining and servicing all electronic and other specialised doors on the Premises. The Tenant shall be required to enter a comprehensive service, maintenance and/or repair contract approved by the Lessor/Lessor's Agent with respect to all electronic and other specialised doors on the Premises to be serviced annually. unless advised by the Lessor/Lessor's Agent otherwise in writing. The Tenant shall specifically be responsible for all repairs and replacements with respect to the electronic and other specialised doors on the Premises at their cost except major components of a capital nature. The Tenant shall be liable for the repair and replacement of major components of a capital nature of electronic and other specialised doors on the Premises where:

- a) The repair or replacement is required because of the Tenants and/or their contractors, employees or invitees negligent acts or omissions; and/or
- b) The Tenant has failed to enter a service, maintenance and/or repair contract with respect to the electronic and other specialised doors on the Premises as required by this clause.

The Lessor/Lessor's Agent may request copies of service records at any given time.

#### 13. RENT FREE

The Lessor agrees to provide the Tenant 1 weeks rent free from lease commencement date. Outgoings will remain payable during this time.

#### 14. LEGAL COST

The Tenant shall pay the Lessors legal costs and expenses for reviewing the Commercial Tenancy Agreement capped at \$300 + GST.

#### 15. ACCESS TO STOREROOM BY LANDLORD

The parties agrees the Lessor may enter the Premises to access the Storeroom under the stairs at any reasonable time after giving not less than 2 business day notice to the Tenant. For the avoidance of doubt, the Tenant is not permitted access to the Storeroom and it is for exclusive use of the Landlord only.

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## Annexure C

### SPECIAL CONDITIONS CONTINUED

#### 16. RENT REVIEW

The parties agree to insert a new clause 3.3(4) of the Standard Terms: Notwithstanding any Rent Review, the Rent in any year will not in any circumstances be less than the Rent payable immediately prior to the Review Date.

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