

EMF/naw

31 March 2017

Cooper Grace Ward  
Attention – Mr. Scott Hay-Bartlam  
GPO Box 834  
BRISBANE QLD 4001

Dear Scott,

**RE: LEASE ARRANGEMENTS – 15 FERRET ST, EAGLE FARM**

Further to our telephone conversation, we confirm the request to prepare new leases to commence 1 February 2017.

1. Lease between the Trustees of Roof & Building Service (Qld) Pty Ltd Superannuation Fund and Roof & Building Service (AUS) Pty Ltd

The lease records the following:

**Building A**

1. Commence date 1 February 2017.
2. Term 3 years with a 1 x 3 year option of renewal.
3. Commencement rental – \$304,836.00 +GST
4. Rental increase by CPI 1 February 2018, 1 February 2019, 1 February 2020. Rent is reviewed to market on the first day of the option of renewal on 1 February 2020.
5. The tenant pays 100% of all outgoings applicable to the property

**Building B**

1. Lease between the Trustees of the Roof & Building Service (Qld.) Pty Ltd Superannuation Fund and Colin and Esther Grace.

The lease records the following:

1. Commencement date 1 February, 2017.
2. The lease continues until either the landlord or the tenant gives the other party one month written notice to terminate the lease. This in affect creates a monthly tenancy.
3. Commencement rental – \$9,516.00 per calendar month + GST.
4. The rental is inclusive of outgoings and the tenant however responsible for all charges directly associated with their occupation of the premises such as telephone, electricity, etc.

Please find enclosed copy of current valuation for your information.

Please review the documentation and if necessary further queries raised can be attended to by contacting Erin Falvey on:

Phone: 07 5510 9965  
Mobile: 0437 497 344  
Email: [em.falvey@bigpond.com](mailto:em.falvey@bigpond.com)

We thank you for your assistance and await your further advice.

Yours Faithfully,  
ROOF & BUILDING SERVICE (QLD.) PTY LTD SUPERANNUATION FUND

  
HILTON JENSEN  
(Trustee)