



7 Tips for Leasing new office or retail space

The following lists some of the items you should consider when you are leasing new commercial premises for your Company. They are by no means exhaustive and you should consult the relevant professionals to ensure all issues are addressed, however these will give you a head start in assessing the prospective properties.

1. How many staff do you have now? How much growth do you expect over the life of the lease? Allow 12-20 sq.m. per person in calculating your required area
2. If you grow more than anticipated over the term of the lease, is there more space adjacent to your tenancy that you can have first option on if it became free? Put this in your lease.
3. If you downsize, can you sublease part of your tenancy? Get this option in your lease.
4. Check the proposed premises before you sign the lease:
 - a. Is the Council zoning suitable for your business?
 - b. Is there enough parking to comply with Council requirements?
 - c. Is the power supply to the premises sufficient for your business or will it need upgrading? (Can you get the Landlord to pay for the upgrade?)

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- d. Does the air Conditioning work properly and can it be easily adapted to suit your office/retail layout?
 - e. Is the maintenance of the Air Conditioning system your responsibility or the Landlords?
 - f. Does the existing building comply with the Building Code of Australia? (Get a letter from the Landlord to state whether it does or not)
 - g. Carpet/Floor coverings – Is the landlord supplying carpet? If it is existing is it in good condition? Can you select what carpet you want and they'll supply it?
 - h. Lighting – Do the existing lights work? Get the landlord to clean fittings and replace tubes as part of the lease.
 - i. Ceiling – Is it in good condition? Do you want it repainted or ceiling tiles replaced by the Landlord?
5. Make sure you don't have an expensive 'make good' clause in your lease. This means you have to take everything out and leave it in the same condition as when you arrived, try to delete this clause or reduce its impact.
6. Make sure you have a good solicitor to help you with your lease.
7. If you are looking at a few possible sites, invest the money in getting a designer or Architect to provide 'test fit' plans for each option to check which works for you before signing a lease. A higher rent may be a better option than a poor office layout.

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