

COMMERCIAL LEASE AGREEMENT

Effective date: [DATE]. Complete the bracketed fields and remove unused options before signing.

Landlord: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

Tenant: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

1. PREMISES AND USE

Premises, plan reference, floor area and included parking: [DETAILS]. Permitted business use: [DESCRIPTION]. Lease term: [DATES]. Access and possession date: [DATE]. Required use approvals and responsibility for obtaining them: [DETAILS].

2. RENT AND SECURITY

Base rent and currency: [AMOUNT / PERIOD]. Due dates, tax treatment and escalation formula: [DETAILS]. Deposit or guarantee: [DETAILS OR NONE]. Operating costs are limited to those completed in Schedule A. Reconciliation and supporting statements are due [WHEN]. Tenant inspection of cost records: [PROCESS].

3. REPAIRS AND FIT-OUT

Structural repairs: [RESPONSIBLE PARTY]. Interior maintenance, systems and utilities: [ALLOCATION]. Condition at handover: [RECORD]. Fit-out approvals, permits, ownership and reinstatement at expiry: [TERMS]. Landlord access requires [NOTICE] except emergencies.

4. INSURANCE AND DAMAGE

Each party maintains [SPECIFIED COVER AND LIMITS]. Casualty notice, repair deadlines, rent abatement and termination if the premises cannot be used for [PERIOD]: [TERMS]. Responsibility for contamination and pre-existing conditions: [TERMS].

5. TRANSFERS AND DEFAULT

Assignment and subletting require [CONSENT STANDARD]. A material breach requires written particulars and [NUMBER] days to cure, except where a different mandatory procedure applies. Termination, possession and recovery follow applicable procedures; this agreement does not authorize unlawful immediate re-entry.

6. EXPIRY AND OPTIONS

Renewal option, exercise deadline and rent-setting process: [DETAILS OR NONE]. Break right and conditions: [DETAILS OR NONE]. At expiry, surrender the premises under the agreed repair and reinstatement terms. Deposit deductions and return: [PROCESS].

7. NOTICES AND CHANGES

Notices must be sent to the addresses above by [AGREED DELIVERY METHOD] and take effect on [AGREED RECEIPT RULE]. Each party must promptly notify the other of changed contact details. Changes to this agreement must be recorded in writing and accepted by all affected parties.

8. LAW AND DISPUTES

Governing law: [AGREED LAW]. Courts or other agreed dispute process: [FORUM AND PROCESS]. The parties will first try to resolve a dispute through their named contacts for [NUMBER] days, without preventing urgent relief or missing a legal deadline. Nothing in this agreement removes rights or requirements that cannot lawfully be excluded.

9. COMPLETE AGREEMENT

This document and its completed schedules record the agreement on this subject. If a term cannot be enforced, the remaining terms continue to the extent permitted. Each signatory confirms authority to sign for the named party. Counterparts and electronic signatures may be used where permitted; any additional signing formalities must still be completed.

SCHEDULE A - OPERATING COSTS

Cost category: [TAX / INSURANCE / MAINTENANCE / OTHER]. Recoverable amount or allocation formula: [DETAILS]. Tenant share: [PERCENT / BASIS]. Annual budget: [AMOUNT]. Exclusions and cap: [DETAILS]. Billing and reconciliation dates: [DATES]. Add a row for each cost; write NONE if no additional costs apply.

SIGNATURES

Landlord: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]

Tenant: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]