

Lease Disposal Approval Request Template

Date:
DAY MONTH YEAR

Agency:

Title:

Contact person:

Phone numbers:

Property Description¹

City:

Property address:

Total area (sqm):

Office accommodation (sqm):

Seismic rating % NBS (existing buildings)

Date of seismic assessment:

DSA, IEP, or ISA²:

Asbestos Management Plan (if pre 2000): ☐ Yes ☐ No

Commercial terms

Lease terms: commencement dates, rights of renewal:

Condition of existing fit-out (1-5) *Very good (1) – Very poor (5)*: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Condition of building services (1-5) *Very good (1) – Very poor (5)*: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Building grade:

¹ Refer to **GPG Property Definitions**

² Detailed Seismic Assessment, Initial Seismic Assessment or Initial Evaluation Procedure.

Key Business Drivers

How does this disposal align with any future opportunities within the Government office Accommodation Programme?

Is this building suitable to be considered for inclusion within the Government office accommodation portfolio? ☐ Yes ☐ No

Provide a brief explanation as to the reasons for its suitability/ non suitability. This will assist GPG determine whether further investigations into these premises are warranted.

Request endorsed by:

Signature

(Agency Property Manager)

Name

Date:

DAY	MONTH	YEAR

