

Lease Renewal Approval Request Template

Date:

DAY	MONTH	YEAR

Agency:

Title:

Contact person:

Phone numbers:

Property Description¹²

City:

Property address:

Total area (sqm):

Public interface (sqm):

☐ Yes ☐ No

Estimated FTE:

Year of construction
(practical completion)

Seismic rating % NBS

Date of seismic
assessment:

DSA, IEP, or ISA³:

Asbestos Management
Plan (if pre 2000):

☐ Yes ☐ No

¹ Refer to **GPG Property Definitions**

² One application may cover multiple renewals

³ Detailed Seismic Assessment, Initial Seismic Assessment or Initial Evaluation Procedure.

Commercial terms

Lease commencement date:

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DAY

MONTH

YEAR

Right of renewal being exercised:

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Proposed gross rental

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Fit out costs (if a substantial upgrade is proposed)

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Key Business Drivers

What are the key drivers of this proposal (i.e. the reason for action, pressure (for space/reduce cost, non-negotiable elements)?

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How does this renewal align with any future opportunities within the Government Office Accommodation Programme?

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Request endorsed by:

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Signature

(Agency Property Manager)

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Name

Date:

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DAY

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YEAR

