



TENANT GUIDE



RETAIL | COMMERCIAL | INDUSTRIAL



	RETAIL	COMMERCIAL	INDUSTRIAL
Identify the best location for your business. For now and in the future (3 - 5 Years).	✓	✓	✓
Check the zoning and ensure your intended use is permissible within the desired area. If not consider what options exist to comply. (Change of use / Private certification).	✓	✓	✓
Identify the best property within the identified area.	✓	✓	✓
Professional Consultants: Town Planner / Private Certifier Fitout Consultant / Space Planner / Architect Electrician Plumber Finance Broker Solicitor / Conveyancer / Legal Council Be aware of the professional consultants that may be required. If not known contact your agent who can assist. Your agent will be the trusted advisor who will have existing relationships with a network of professional consultants.	✓	✓	✓
What type of technology do you need? POS (point of sale) systems / Surveillance / Security / Swipe access?	✓	✓	✓
Service Requirements / Capability - Internet / Power (3 or 4 phase power? Amps per phase required? Water / Telephone / Data / POS systems etc	✓	✓	✓
Food considerations - Kitchen / Cooking Provisions - Kitchen Equipment / Extraction (Litres per second) / Grease Trap (500L / 1000L / 1500 L) - capacities of each?	✓		
Trading Hours (Permissible Hours of operation) (Strata & Council restrictions)	✓	✓	✓
F & B - Licenses - Liquor Licence (PSA / Restaurant Licence), Outdoor Seating (Rates per sqm pa?) / F&B Approved (Council & Strata Approval Requirements). Note Strata Bi-laws that may impose restrictions on use and Trading Hours.	✓		

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Amenities - M&F Amenities / Shower / Disabled toilet? Common, private or exclusive use?	✓	✓	✓
Air conditioning (Ducted, split system, Cartridge System) Condition of system / Repair & Maintenance responsibility?	✓	✓	✓
Strata Titled vs Free hold buildings and associated approval processes. Who is involved and how long can it take? Note restrictive strata bi-laws.	✓	✓	✓
Parking / Transport Options. (Bus / Ferry / Train). Car Parking available (Within Building / Local Council Car Parks / Public Car Parking). Check costs. Do Car Parking Levies exist?	✓	✓	✓
Storage - On Site / Off Site. Costs?	✓	✓	✓
Loading dock / Truck access / Hard stand (Warehouse vs office ratio requirements).	✓	✓	✓
Energy efficient ratings - (Office space of over 1000 sqm require a NABERS rating and a Building Energy Efficiency Certificate (BEEC).		✓	
Signage Opportunities (Building / Tenancy). Approval process and associated costing's?	✓	✓	✓
Solicitor / Legal fees for lease preparation & review. Lessee responsibility and associated costs? Quantify. Retail vs Commercial / industrial leasing determines responsibility.	✓	✓	✓
Lease Costs - Deposits / Bank Guarantees / Bonds - Required prior to lease commencement. Determine how much? How long to implement and costs of implementation? Bond lodged with rental bond board?	✓	✓	✓
Fitout Costs - Consider fit out costs - what's already there? What can be used? Does the Building have a User Fitout Guide? Access for Deliveries / Hours available for work / Noise Restrictions / Padding required for lifts etc?	✓	✓	✓
Lessee Roles / Obligations and Legislative requirements? Retail / Commercial / Industrial. NSW Retail Tenants Guide.	✓	✓	✓

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Moving Costs? Ascertain well in advance.	✓	✓	✓
<p>Lease Terms and conditions. Know and familiarise yourself with the following:</p> <ul style="list-style-type: none"> • What is a lease • Lease Terms / Options • Tenant Expectations • Permitted Use • Shopping Centre Leases • Lease Preparation • Rent (How much and when to be paid?) • Outgoings (Inclusive / Exclusive? List of Outgoings) • How the outgoings are to be calculated and charged? • Fitout (Considerations and Options) • Mortgagee Consent / Registration Fees • Insurance Requirements • Key Money • Deposit (Deposit Amount) • Cash Bond / Bank Guarantee (Amount Required) • Incentive (Reduced Rent / Capital Contribution/ Rent Free) • Relocation • Disruptions • Quiet Enjoyment • Repairs & Damage • Make Good Obligation • Breach of Lease • Ending The Lease • Dispute Resolution • Selling The Business <p>Its important a tenant knows and understands all of these key terms.</p>	✓	✓	✓

Pine Property has an extensive database of licensed trades personal. Including fit out consultants, architects, town planners, plumbers, electricians and painters to name a few.

Should you need any assistance, please contact us for more information.



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