

<b>SMSF LEASE REVIEW SERVICE (IN VIEW OF COVID-19)</b>		<i>Please complete details in block letters</i>
Firm ordering (if applicable):		
Person ordering:		
Street address:		
Postal address (if different):		
Phone:		Email:
Tick here <input type="checkbox"/> if we are to invoice the SMSF trustee (otherwise, our invoice will be made out to the person ordering)		
Documents will be delivered by email as PDF files <input type="checkbox"/>		Tick here <input type="checkbox"/> for hardcopy delivery (fee applies)
<b>LEASE DETAILS</b>		
<b>Landlord</b>	Name:	
	Address:	
<b>Tenant</b> Is the tenant a related party (of the landlord)? Yes / No	Name:	
	Address:	
<b>Leased property</b> (insert street address, title particulars and any car parks, storage or other items covered by the lease)		
<b>Rent</b> <b>Outgoings</b> <b>Other</b> (car parks, storage, etc) [per annum/monthly]	Provide a copy of the outgoings schedule if available.	
<b>Any other tenant issues</b> (eg, rent in arrears or other breaches of the lease)?		
<b>Mortgagee consent required?</b>	If there is a mortgage or security over the property, is there any need for the lenders consent to vary the lease?	

<b>TERMS AND CONDITIONS OF VARIATION</b>	
<b>Agreed terms and conditions between landlord and tenant</b>	Confirm any terms and conditions that have been agreed on regarding any temporary rent or other reduction/deferral:
<b>IMPACT OF COVID-19</b>	
<b>Landlord queries:</b>	<p>Information to be supplied regarding the landlord:</p> <ul style="list-style-type: none"> <li>• What financial support does the tenant receive from the government?</li> <li>• Is the landlord's insurance cover still available: <ul style="list-style-type: none"> <li>○ For any loss of rent if a variation is made?</li> <li>○ To cover the property if it becomes vacant?</li> </ul> </li> </ul>
<b>Tenant queries:</b>	<p>Information to be supplied regarding the tenant:</p> <ul style="list-style-type: none"> <li>• Provide a summary of the financial impact that the pandemic has had on the tenant (eg, has the tenant closed it's business, altered business operations, suffered a reduction in turnover by x%, reduced its workforce etc)?</li> <li>• What is the tenant offering, over what period?</li> <li>• What financial support does the tenant receive from the government including any JobKeeper allowance, etc?</li> <li>• What evidence does the tenant have available to support their loss, eg, latest financial statements, profits and loss, etc?</li> </ul>
<b>DOCUMENTS REQUIRED</b>	
<b>Documents to be provided by the client</b>	<p>Please supply as many of the following in PDF via email as convenient:</p> <ul style="list-style-type: none"> <li>• Original lease and each subsequent variation</li> <li>• Licences, eg, car parks, storage spots and like areas</li> <li>• Latest ASIC company statement for each company</li> <li>• Latest SMSF's deed/governing rules</li> <li>• Most recent tax invoice for rent, outgoings and any related amounts</li> <li>• Any relevant benchmark evidence for the varied rent, outgoings and any related amounts</li> <li>• Evidence of the impact of COVID-19 on the tenant, eg, financial statements</li> <li>• Any other relevant information or documents</li> </ul>
<b>SPECIAL INSTRUCTIONS</b>	
Note that DBA is not licensed to provide financial product advice under the <i>Corporations Act 2001</i> (Cth).	