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SMSF LEASE REVIEW SERVICE (IN VIEW OF COVID-19)	*Please complete details in block letters*
Firm ordering (if applicable):	
Person ordering:	
Street address:	
Postal address (if different):	
Phone:	Email:
Tick here ☐ 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	Tick here ☐ for hardcopy delivery (fee applies)

LEASE DETAILS	
Landlord	Name: Address:
Tenant Is the tenant a related party (of the landlord)? Yes / No	Name: Address:
Leased property (insert street address, title particulars and any car parks, storage or other items covered by the lease)	
Rent **Outgoings** **Other** (car parks, storage, etc) [per annum/monthly]	Provide a copy of the outgoings schedule if available.
Any other tenant issues (eg, rent in arrears or other breaches of the lease)**?**	
Mortgagee consent required?	If there is a mortgage or security over the property, is there any need for the lenders consent to vary the lease?

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TERMS AND CONDITIONS OF VARIATION	
Agreed terms and conditions between landlord and tenant	Confirm any terms and conditions that have been agreed on regarding any temporary rent or other reduction/deferral:
IMPACT OF COVID-19	

Landlord queries:	Information to be supplied regarding the landlord:
	• What financial support does the tenant receive from the government?
	• Is the landlord's insurance cover still available:
	  o For any loss of rent if a variation is made?
	  o To cover the property if it becomes vacant?

Tenant queries:	Information to be supplied regarding the tenant: • 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)? • What is the tenant offering, over what period? • What financial support does the tenant receive from the government including any JobKeeper allowance, etc? • What evidence does the tenant have available to support their loss, eg, latest financial statements, profits and loss, etc?
DOCUMENTS REQUIRED	
Documents to be provided by the client	Please supply as many of the following in PDF via email as convenient: • Original lease and each subsequent variation • Licences, eg, car parks, storage spots and like areas • Latest ASIC company statement for each company • Latest SMSF's deed/governing rules • Most recent tax invoice for rent, outgoings and any related amounts • Any relevant benchmark evidence for the varied rent, outgoings and any related amounts • Evidence of the impact of COVID-19 on the tenant, eg, financial statements • Any other relevant information or documents
SPECIAL INSTRUCTIONS	
Note that DBA is not licensed to provide financial product advice under the *Corporations Act 2001* (Cth).	