



**PDT DELEGATION AND AUTHORITY LIMITS  
FORM 4**

**Commercial Property – Documents for Signing**

Parent Policy:

Policy 23 – PDT Delegation and Authority Limits

**Date:** \_\_\_\_\_ **From:** \_\_\_\_\_

- Execution Method:**
- Enduring Power of Attorney
  - Common Seal of The Perth Diocesan Trustees

- Documentation:**
- |  |   |
|--|---|
| <input type="checkbox"/> Letter of Offer/Intent          | <input type="checkbox"/> Agency/Mgt Authority |
| <input type="checkbox"/> New Lease / Agreement for Lease | <input type="checkbox"/> Development Applic.  |
| <input type="checkbox"/> Assignment of Lease             | <input type="checkbox"/> Building Applic.     |
| <input type="checkbox"/> Variation of Lease              | <input type="checkbox"/> Building Contract    |
| <input type="checkbox"/> Extension of Lease              | <input type="checkbox"/> Fitout Agreement     |
| <input type="checkbox"/> Surrender of Lease              | <input type="checkbox"/> Other:               |

**Property:** \_\_\_\_\_

**Premises/Suite/Floor etc:** \_\_\_\_\_

**Lessee/Tenant:** \_\_\_\_\_

**Terms:**  
*ie. Lease terms*

Lease Term: \_\_\_\_\_ Lease Type:  Gross  Net  
 Commencement Date: \_\_\_\_\_ | Options: ..... years  
 Lease Area: \_\_\_\_\_  
 Rate per Sqm: \_\_\_\_\_  Gross  Net  
 Outgoings: \_\_\_\_\_  
 Annual Rent: \_\_\_\_\_  
 Total Rent First Term: \_\_\_\_\_  
 Rent Reviews: \_\_\_\_\_  
 Rent Review Dates: \_\_\_\_\_  
 Car Bays: Number: ..... Annual Rent: \$ .....

Security Type & Amount:  
 Incentive Types:  Fitout Contribution  Rent Free / Abatement  
                            Lessors Works  Other  
 Incentive Value: \_\_\_\_\_

**Special Conditions:**  
*if applicable ie. incentive terms, landlord works*  
\_\_\_\_\_

**Other Comments:**  
*Attach other documents as necessary*  
\_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date*

**CONFIDENTIAL (when completed)**

**Office Use Only:**

**Seal Register Number:** \_\_\_\_\_

**Non PDT Standard Lease:** To be reviewed by PDT Legal Representative  Yes  No

**PDT Approval Required:** If Total Value Over \$12M  Yes  No

**Signed by:**  Archbishop/Administrator  Secretary  
 Trustee

**Lease Registration:** All lease documents to be registered.

**Distribution:**  Property  Finance  Other (please specify)