



## Lease of Premises ONLY Lodgment Checklist

The Lodgment Rules and Registrar General's Guidelines together with the checklist below will assist you in ensuring the dealing is completed thoroughly.

Dealing Component	Lodging Party
<p><b>(A) Lease Description –</b></p> <p><b>Lease of premises 25 years or less (not including option to renew):</b></p> <ul style="list-style-type: none"> <li>○ Unique description* together with full street address - a plan is not required. NOTE a street address alone is not a unique identity</li> <li>○ No unique description – requires a plan (see the plan component ), (A) must refer to the plan &amp; identify how it is shown in the plan, <i>eg. shown hatched.</i></li> </ul> <p><b>Lease of premises over 25 years (not including option to renew):</b></p> <ul style="list-style-type: none"> <li>○ Requires a plan - requires a plan (see plan component), (A) must refer to the plan &amp; identify how it is shown in the plan, <i>eg. shown hatched.</i></li> </ul>	<p><b>[tick one]</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<b>(C) Lessor –</b> Matches the Register	<input type="checkbox"/>
<b>(E) Lessee –</b> Must be stated	<input type="checkbox"/>
<b>(F) Tenancy –</b> Must be stated where more than one lessee	<input type="checkbox"/>
<p><b>(G) Must be appropriately completed or deleted:</b></p> <ul style="list-style-type: none"> <li>○ Items 1, 2, 3, 9 completed,</li> <li>○ Items 4-8 completed or deleted,</li> <li>○ Lease term must agree with commencing and terminating date.</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>(I) Statutory Declaration –</b></p> <ul style="list-style-type: none"> <li>○ Must be completed where an expired lease containing a current option to renew or purchase affecting at least the same land or premises as the subject lease is noted on the Register.</li> </ul>	<input type="checkbox"/>
<b>Dealing and annexures must comply with Schedule 2 of the Lodgment Rules</b>	<input type="checkbox"/>
<p>*Unique description examples include:</p> <p>Type of premises - <i>Shop 1, Suite 1, Unit 1, Warehouse 1, Tenancy 1, Storeroom 1, Car space no. 1, OR</i></p> <p>Premises name – <i>eg. premises known as Bob's Café, etc.</i></p>	



Plan Component (where a plan is annexed or required)	Lodging Party
<p><b>1. Must comply with Schedule 4 of the Lodgment Rules which includes –</b></p> <ul style="list-style-type: none"> <li>○ not be drawn with colour,</li> <li>○ contain a north point,</li> <li>○ either contain a statement that the leased premises are fully walled, or supply its dimensions,</li> <li>○ must identify the premises to which it relates,</li> <li>○ contain a statement as to which level the premises are located,</li> <li>○ supply sufficient details to locate the leased premises within the parcel boundaries,</li> <li>○ define the premises being leased by a unique method, eg hatched,</li> <li>○ bear the signature of each person who has signed the lease to which the plan is annexed,</li> <li>○ not be a survey plan,</li> <li>○ not be a registered Deposited Plan.</li> </ul> <p>See <a href="https://www.registrargeneral.nsw.gov.au/publications/lodgment-rules">https://www.registrargeneral.nsw.gov.au/publications/lodgment-rules</a></p> <p><b>Note: Advice from a registered surveyor is highly recommended.</b></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>2. Lease of premises including open space –</b></p> <ul style="list-style-type: none"> <li>○ See <a href="https://rg-guidelines.nswlrs.com.au/deposited_plans/lease_plans/lease_of_premises/building_premises">https://rg-guidelines.nswlrs.com.au/deposited_plans/lease_plans/lease_of_premises/building_premises</a></li> </ul> <p><b>Note: Advice from a registered surveyor is highly recommended.</b></p>	<input type="checkbox"/>

**This checklist is for NSW LRS internal use only and will not be scanned with the dealing.**



**Example of plan of premises**

