



SHORT-TERM LEASE AGREEMENT

(TO BE USED FOR LEASES WITH A DURATION, INCLUDING RIGHTS OF RENEWAL, OF UP TO 12 MONTHS)

LANDLORD

TENANT

THE LANDLORD leases to the Tenant and the Tenant takes on lease the premises described in the First Schedule together with the right to use:

- a) The Landlord's fixtures and fittings contained in the premises.
- b) The common areas of the property.
- c) The car parks described in the First Schedule.

FOR the term from the commencement date and at the annual rent (subject to review if applicable) as set out in the First Schedule.

THE LANDLORD AND THE TENANT covenant as set out in the Second Schedule.

SIGNED by the Landlord
(by affixing its
common seal)
in the presence of:

SIGNED by the Tenant

FIRST SCHEDULE

PREMISES:

CARPARKS:

TERM:

COMMENCEMENT DATE:

EXPIRY DATE:

ANNUAL RENT:
(Subject to review if applicable)

MONTHLY PAYMENTS OF RENT:

RENT PAYMENT DATES: The _____ day of each month commencing on the _____ day
of _____

PROPORTION OF OUTGOINGS:
(Clause 3)

BUSINESS USE:

OUTGOINGS

(Clause 3)

1. Charges for water, gas, electricity, telephones and other utilities or services.
2. Rubbish collection charges.
3. Cleaning maintenance and repair charges including charges for repainting, decorative repairs and the maintenance and repair of building services to the extent that such charges do not comprise part of the cost of a service maintenance contract, but excluding charges for structural repairs to the building (minor repairs to the roof of the building shall not be a structural repair).
4. The provisioning of toilets and other shared facilities.

SECOND SCHEDULE

TENANT'S PAYMENTS

Rent

- 1.1 **THE** Tenant shall pay the annual rent by equal monthly payments in advance (or as varied pursuant to any rent review) on the rent payment dates. The first monthly payment (together with rent calculated on a daily basis for any period from the commencement date of the term to the first rent payment date) shall be payable on the first rent payment date. All rent shall be paid without any deductions by direct payment to the Landlord or as the Landlord may direct.

Outgoings

- 3.1 **THE** Tenant shall pay the outgoings in respect of the property which are specified in the First Schedule. Where any outgoing is not separately assessed or levied in respect of the premises then the Tenant shall pay such proportion thereof as is specified in the First Schedule or if no proportion is specified then such fair proportion as shall be agreed or failing agreement determined by arbitration.

MAINTENANCE AND CARE OF PREMISES

Tenant's Obligations

- 10.1 **THE** Tenant shall (subject to any maintenance covenant by the landlord) in a proper and workmanlike manner and to the reasonable requirements of the Landlord:
 - (a) **Maintain the premises**
Keep and maintain the interior of the premises including the Landlord's fixtures and fittings in the same clean order repair and condition as they were in at the

commencement of this lease and will at the end or earlier determination of the term quietly yield up the same in the like clean order repair and condition. In each case the Tenant shall not be liable for fair wear and tear arising from reasonable use or damage by fire earthquake flood storm act of God inevitable accident or any risk against which the Landlord is insured unless the insurance moneys are rendered irrecoverable in consequence of any act or default of the Tenant or the Tenant's agents employees contractors or invitees.

(b) **Repair minor breakages**

Repair all glass breakages and breakage or damage to all doors windows light fittings and power points of the premises and shall keep that portion of the electrical system of the premises from the switchboard to all power outlets in good operating condition. This provision shall apply notwithstanding any other provision in this lease.

(c) **Painting**

Paint and decorate those parts of the interior of the premises which have previously been painted and decorated when the same reasonably require repainting and redecoration.

(d) **Floor coverings**

Keep all floor coverings in the premises clean and replace all worn or damaged floor coverings with floor coverings of a similar quality when reasonably required by the Landlord.

(e) **Make good defects**

Make good any damage to the property caused by improper careless or abnormal use by the Tenant or those for whom the Tenant is responsible.

USE OF PREMISES

Business Use

18.1 THE Tenant shall not without the prior written consent of the Landlord use or permit the whole or any part of the premises to be used for any use other than the business use. The Landlord's consent shall not be unreasonably or arbitrarily withheld in respect of any proposed use

Additions and Alterations

22.1 THE Tenant shall neither make nor allow to be made any alterations or additions to any part of the premises without first producing to the Landlord on every occasion plans and specifications and obtaining the written consent of the Landlord (not to be unreasonably or arbitrarily withheld) for that purpose. If the Landlord shall authorise any alterations or additions the Tenant will at the Tenant's own expense if required by the Landlord at the end of the term reinstate the premises. The Tenant will promptly discharge and procure the withdrawal of any liens or charges of which notice may be given to the Tenant or the Landlord in respect of any work carried out by the Tenant.

ASSIGNMENT OR SUBLETTING

- 36 THE Tenant shall not assign sublet or otherwise part with the possession of the premises or any part thereof under any circumstances.