PRE-COMMENCEMENT CHECKLIST

PRE-COMMENCEMENT ONSITE

Prior to the Tenant taking possession of their premises, the Tenancy Delivery Manager (TDM) will send an Impending Handover Notice to advise the Tenant their premises will be ready as per agreed Handover date. The following conditions and requirements must be fulfilled by the Tenant and issued to the Landlord prior to Handover of premises.

PRE-START MEETING & PRE HANDOVER REQUIREMENTS

The Landlord's TDM will arrange a pre- start meeting along with the RDM, Tenant and Tenant's Architect / Retail Designer and Shopfitter to go through the following requirements.

CHECKLIST

Shopfitter / principal contractor appointed with Building License approval	YES	NO
Vicinity Design Approval granted	YES	NO
Any design conditions on approved drawings fulfilled	YES	NO
Full set of the latest approved Design Fitout Drawings must be available on site at all times	YES	NO
Structural Engineering Drawings & Computations (if applicable) Approved by the Landlords Services Consultants	YES	NO
Environmental and Health Consent issued (food, hairdresser, nail bar / spa related tenancies)	YES	NO
Shopfitter Fitout Programme provided	YES	NO
Tenants Shopfitter, Contractors and Sub-contractors Inductions completed, and approval granted by Landlord's Principle builder	YES	NO
Tenancy Variations (Category One Works) Approved by Tenant	YES	NO
Tenant must ensure they make application to relevant Authorities for electricity, telephones, gas, water etc to their premises.	YES	NO
Agreement for Lease has been executed and returned to the Landlord's Solicitors	YES	NO
Public Liability Insurance received	YES	NO
Bank Guarantee required under the Lease has been provided to the Landlord (if applicable)	YES	NO