Annual estimate of outgoings year ending



Annual Estimate of

The lessor must give the lessee an annual estimate of the lessor's apportionable outgoings (2) for the retail shopping centre/leased building in which the lessee's leased shop is located <u>and</u> the proportion of those outgoings for which the lessee will be liable under the lease - section 38A *Retail Shop Leases Act 1994* (Act).

Name of centre/leased building:	
Name of Lessor:	
Name of Lessee:	
Address of leased shop:	

	Outgoings (\$)
Administrative costs	
Advertising and promotion	
Air conditioning – maintenance	
Air conditioning – operating costs	
Body Corporate Levy (excluding expenditure of a capital nature)	
Caretaking	
Cleaning	
Electricity	
Fire levy	
Fire protection	
Insurance	
Land tax	
Lifts and escalators	

The Queensland Small Business Commissioner (QSBC) provides mediation and dispute resolution services for retail shop lease disputes under the Retail Shop Leases Act 1994. Contact: 1300 312 344 https://qsbc.qld.gov.au/leasing-disputes/



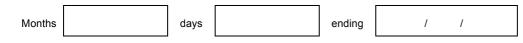
Local authority rates:

Cleansing	
General	
Water	
Other	
Management (3)	
Repairs and maintenance	
Security	
Telephone	
Wages	
Other expenses (4)	
Total Outgoings	
Proportion of total outgoings for which the lessee will be liable	

	/ /
Signature of Lessor/Lessor's Agent	Date

Notes:

(1) If period is less than a year describe the period



(2) For the meaning of lessor's apportionable outgoings for the purposes of this statement, refer:

- section 7 of the Act (Meaning of outgoings);
- definition of apportionable outgoings in the Schedule to the Act; and
- sections 36B, 37 and 38 of the Act.
- (3) If the retail shop is in a retail shopping centre, this statement must include a breakdown of the estimated fees to be paid by the lessee towards the administration costs of running the centre and any other fees to be paid for a centre management entity – refer section 38A(3) of the Act.

(4) List separately unless this item is less than 5% of total outgoings, or is an item referred to in section 38A(5) of the Act.

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