

**Retail Shop Leases Act 1994****Annual estimate of outgoings year ending**

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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 and 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:**


Annual Estimate of  
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/>



**Queensland  
Government**

Local authority rates:

• Cleansing.....	
• General.....	
• Water.....	
• Other.....	
Management (3)	
Repairs and maintenance.....	
Security.....	
Telephone.....	
Wages.....	
Other expenses (4).....	
<b>Total Outgoings</b> .....	
<b>Proportion of total outgoings for which the lessee will be liable</b> ..... <i>(If necessary/appropriate, attach additional detail)</i>	

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Signature of Lessor/Lessor's Agent

Date

Notes:

- (1) If period is less than a year describe the period
- Months days ending

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- (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.