

Commercial Premises Property Detail and Asbestos Information

Purpose

The information requested in this form is information concerning your property and its condition for the purpose of satisfying disclosure obligations under the *Property, Stock and Business Agents Act 2002* (the Act) and *Work Health and Safety Regulation 2011* (the Regulation) to assist the Agent in satisfying inquiries from prospective tenants and to enable the agent to perform their duties pursuant to your agency agreement and the law.

Note: If you answer "NO", you are stating that you have no actual knowledge of any problem. If you answer "NO" and you know there is a problem, you may be liable for making an intentional misstatement.

SECTION 1 - AGENT

Agent Name:

Trading as:

Address:

Phone:

Mobile:

Fax:

Email:

SECTION 2 - LESSOR

Name:

Address:

Contact Person:

Phone:

Mobile:

Fax:

Email:

SECTION 3 - PREMISES

(a) Address:

(b) Entire building or part only?

(c) What year was this property built?

Or approximate age if year is unknown

(d) Title:

R.P.A.

Strata

Other

(e) If Strata advise details of owners corporation

Secretary:

Address:

Phone:

Fax:

Email:

Strata Manager:

Name:

Address:

Phone:

Fax:

Email:

(f) Any structural modifications, alterations or major repairs conducted without necessary permits or not in compliance with building codes in effect at the time?

If yes, provide details:

(g) Do you have a current occupation/compliance certificate?

If yes, provide details:

(h) Do you have any service and maintenance contracts?

If yes, provide details: (Attach additional sheets if necessary):

(i) _____

(ii) _____

(iii) _____

(iv) _____

SECTION 4 - ASBESTOS

The Regulation (*Clauses 422-430*) requires that the following procedures are adopted by the person with management or control of a workplace to ensure that all asbestos or asbestos containing material (ACM) is identified by a competent person and then managed in accordance with the Regulation.

(a) Identification of asbestos or ACM.

Has a competent person been engaged to identify asbestos or ACM?

- No (If no, a report is required)
- Yes

If yes, lessor to provide copy

Name of provider: _____

Address: _____

Contact: _____ Phone: _____

Date of report: _____

- Not required, because
 - It is assumed that asbestos or ACM is present, or
 - There are reasonable grounds to assume that asbestos or ACM is not present, or
 - Premises built after 31 December 2003

(b) Asbestos Register. *Clause 425* of the Regulation requires that an asbestos register is to be prepared and kept at the premises unless;

- (i) The workplace is a building that was constructed after 31 December 2003, AND
- (ii) No asbestos has been identified at the workplace, AND
- (iii) No asbestos is likely to be present at the workplace from time to time

Is there a current asbestos register for the workplace? Yes, (Copy to be provided) No, (But required) Not required

(c) *Asbestos Management Plan. Clause 429 of the Regulation requires that an asbestos management plan must be prepared, maintained and kept at the workplace where asbestos or ACM has been identified or likely to be present.*

Is there a current asbestos management plan? ----- Yes, (Copy to be provided) No, (But required) Not required

OWNER/LESSOR WARRANTY AND ACKNOWLEDGEMENTS

The Owner/Lessor warrants that the information provided is true and correct and authorises the Agent to disclose such information to prospective tenants, tenants, workers and persons conducting a business or undertaking who carry out, or intend to carry out, work at the workplace. This form is completed pursuant to the agency agreement signed by the owner/lessor on

____ / ____ / ____

Signature of Owner/Lessor:

Date: ____ / ____ / ____

Privacy Notice

The Privacy Act 1988 (Cth) regulates the collection, use, storage and disclosure of personal information of the Principal by the Agent. The Agent will collect personal information about the Principal in order to effectively carry out the Agent’s obligations under this Agreement.

You consent to personal information being collected by the Agent pursuant to this Agreement. Such information will be collected from the Principal directly or from authorised third parties (including information that is in the public domain). All personal information is stored by the Agent at its premises or at the premises of a third party service provider of the Agent.

Such information may include the information provided by the Principal in this Agreement, together with any other personal information of the Principal required by the Agent to effectively carry out the Agent’s obligations under this Agreement.

The Principal may review or correct any personal information of the Principal held by the Agent by contacting the Agent using the information set out on page 1 of this Agreement. The Principal may also direct any queries and complaints about the Agent’s collection, use, storage or disclosure of the Principal’s personal information to the Agent using the information set out on page 1 of this Agreement.