Government
Property Office

Lease disposal

Approval request template

Agency:

Contact person:

Title:

Email:

Phone:

Property description[1]

City:

Address + level(s):

Total lease area (m^2)

Office area (m^2)

Public interface (m^2):

Other types of area (m^2)
(please describe):

Seismic assessment
(date and % NBS):

Type of seismic assessment[2]

Asbestos management plan
(if pre-2000):

☐ N/A ☐ Yes ☐ No

Commercial terms

Lease terms:

Lease commencement date:

Day Month Year

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[1] Refer to GPO Property definitions

[2] Detailed seismic assessment, initial seismic assessment or initial evaluation procedure

Rights of renewal:

Condition of existing fitout (1-5) Very good (1) – Very poor (5):

Condition of building services (1-5) Very good (1) – Very poor (5):

Building grade:

Major reason for this proposal

Why you need this lease disposed of and if this lease is suitable or not for GPO to investigate

Request submitted by:

Signature

Name

Date:

Day Month Year

Email completed form to
info@gpo.govt.nz