



Lease renewal

Approval request template

Agency:

Contact person:

Title:

Email:

Phone:

Property description^{1,2}

City:

Address + level(s):

Total lease area (m²)

Office area (m²):

Public interface (m²):

Other types of area (m²)
(please describe):

Seismic assessment
(date and % NBS):

Type of seismic assessment³

Asbestos management plan (if pre-2000):	N/A	Yes	No
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NABERSNZ (if required):	N/A	Yes	No
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Estimated headcount:

¹ Refer to GPO Property definitions

² One application may cover multiple renewals

³ Detailed seismic assessment, initial seismic assessment or initial evaluation procedure

Year of construction
(practical completion):

Commercial terms

Lease terms:

Lease commencement date:

Day Month Year

Rights of renewal being exercised: Yes No

If 'yes', period of renewal:

Proposed rental (\$):	Total annual cost \$	\$ per sqm
	Gross	Net

Fitout costs
(if a substantial upgrade is proposed):

Main reasons for this proposal

Why you need this lease renewed:

Request submitted by:

Signature

Name

Date:

Day Month Year

Email completed form to
info@gpo.govt.nz