

Notice of Proposal to Reduce or Vacate Office Accommodation

Department			
Address of tenancy			
Contact name		Phone No.	
Email			
Building owner (check applicable box)			
<input type="checkbox"/> Private sector leased <input type="checkbox"/> HPW owned <input type="checkbox"/> Other department owned (specify)			
Proposal: (Check applicable box)			
<input type="checkbox"/> Reduction fromm ² tom ² (attach floor plan outlining the areas proposed to retain and surrender) or <input type="checkbox"/> Vacate entire leasem ² (conditions below)			
Timing			
Preferred date or timeframe to vacate (in accordance with condition below)			
How long would it take to vacate the tenancy upon advice that an alternate tenant was available?			
Conditions If the Occupant proposes to reduce area or vacate its premises, then the Occupant will provide formal advice of the proposal to the QGAO: (a) at least six (6) months in advance of the proposed variation for areas smaller than 1000m ² ; or (b) at least twelve (12) months in advance of the proposed variation for areas 1000m ² or greater. If it is determined from a whole of government perspective that continuity of rent is a condition to vacate a premises, then QGAO will determine and advise the Occupant of the period for which rent must continue to be paid for the vacated premises. The Occupancy Agreement can be viewed at: http://www.hpw.qld.gov.au/SiteCollectionDocuments/OAMFOccupancyAgreement.pdf			
Reason space no longer required			
Cost benefit statement (outline savings to government)			

Type of accommodation to be vacated (check applicable box)		
Office	Storage	Other (specify)
Fitout to remain Only complete if a backfill tenant is to be sought to take up ongoing rental obligations. (Please check boxes and provide quantities where applicable)		
Workstations No.	Meeting/conference No.	Reception desk
Offices No.	Service counter No. work points	Interview rooms
Other (specify)		
Note: If this is a private sector lease that is to be relinquished, confirm your make-good obligations with the lease manager.		
Comments 		
Tenant department endorsement		
Signed		
Position		
On behalf of the Department of		
Please return to: Principal Accommodation Manager, Planning Group Queensland Government Accommodation Office, GPO Box 2457, Brisbane QLD 4001		
Note: If an alternate tenancy is to be sought for this function, please also complete a Request for Office Accommodation form.		

Accommodation Office advice	
Date:	
<input type="checkbox"/> Proposal acknowledged	
Signed	
Title	
Landlord conditions/comments	
Proposal declined Comments:	