

Item A – Total rent (includes any payment under the lease expressed to be rent, but does not include a premium)

1	Basic rent per annum as provided in clause		\$
2	Increases to basic rental		
	(a) Percentage increases as provided in clause		%
	(b) Other increases as provided in clause		
	(c) CPI number if CPI method (section 174*) is agreed		
	(d) Rent-free period (if any) as provided in clause		

* Under section 174 of the *Duties Act 1997*, if agreed by the Chief Commissioner and the lessee, where any cost component of a lease cannot be determined during any interval of the term of the lease, the relevant cost component is increased at the end of each year of the lease (compounded) by the Consumer Price Index number last issued before the commencement of the lease.

3	Period	Date	Rental
	1	from / / to / /	\$
	2	from / / to / /	\$
	3	from / / to / /	\$
	4	from / / to / /	\$
	5	from / / to / /	\$
	Total rent		\$ *

*This total to be entered in 7 on the front page

Item B – Total outgoings (rates and taxes payable by the lessee on behalf of the lessor)

1 Increase outgoings by CPI number if that method is being used.

2	Period	Date	Outgoings
	1	from / / to / /	\$
	2	from / / to / /	\$
	3	from / / to / /	\$
	4	from / / to / /	\$
	5	from / / to / /	\$
	Total outgoings		\$ *

*This total to be entered in 8 on the front page

PRIVACY STATEMENT

The information you provide in this form is requested by the Office of State Revenue (OSR) to determine your liability under the *Duties Act 1997* on the lease instrument you have described. The information may be disclosed to third parties with your consent or as required or permitted by law.

You may review and update personal information held by OSR by contacting the Office.

CONTACT DETAILS

Phone: 1300 139 814* (Monday – Friday, 8.30 am – 5.00 pm)

Website: www.osr.nsw.gov.au

Email: duties@osr.nsw.gov.au

OFFICES (8.30am – 4.30pm)

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Newcastle	Level 2, 97 Scott Street PO Box 511, Newcastle, 2300	DX 7860 Newcastle	Fax (02) 4925 5300
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Wollongong	Level 6, 90 Crown Street PO Box 666 Wollongong 2520	DX 5245 Wollongong	Fax (02) 4253 1066
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*Interstate clients call (02) 9689 6200.

Help in community languages is available.

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