

COMMERCIAL PROPERTY / PACK 07

Commercial sales and leasing pack

07

Agency controls for commercial, industrial and retail property without pretending every lease is the same.

THE FIVE-STAGE CONTROL MAP

A file becomes defensible when each stage has an owner, a current source, an approval and retained evidence.

01 Authority	02 Classify	03 Disclose	04 Negotiate	05 Execute
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W AGENT RULE

Draft the operational brief. Use official prescribed forms. Route legal instruments to the licensed professional responsible for them.

PACK 07 / ACTION CHECKLIST

Build the evidence file

Tick only when the document exists, is current, has been approved by the right person and is stored against the matter.

01	Authority and ownership	Identity, entity capacity, title, GST status, service scope, commission, expenses and approvals.	☐
02	Property information	Area, zoning, permitted use, services, compliance, environmental issues, outgoings and building records.	☐
03	Retail lease test	Record whether the Retail Leases Act applies and obtain legal advice if classification is uncertain.	☐
04	Negotiation pack	Proposed lease, current VSBC brochure from 1 July 2026, heads of terms and relevant disclosure statement.	☐
05	Disclosure timing	Track new lease, renewal or assignment deadlines and changed terms; retain proof of delivery.	☐
06	Financial terms	Rent, review, incentive, outgoings, GST, bond/bank guarantee, fit-out, make-good and landlord works.	☐
07	Authority to agree	Separate non-binding negotiations from terms approved by the owner and final lawyer-prepared documents.	☐
08	Execution and handover	Signed lease, disclosure, guarantee, security, insurance, keys, condition, fit-out approvals and diary dates.	☐

PACK 07 / SIGNING BOUNDARY

What W Agent must not blur

These controls are deliberately conservative. They protect the client, the agency and the professional who is responsible for the final instrument.

1	A commercial or retail lease and guarantee should be prepared or reviewed by a lawyer experienced in the relevant asset and use.
2	For a new Victorian retail lease, the proposed lease and current VSBC brochure must be provided when negotiations start, with disclosure timing separately controlled.
3	Do not promise planning permission, permitted use, tax treatment or recoverability of outgoings without written professional confirmation.

OFFICIAL SOURCES

Open the live source again immediately before use. A saved or printed copy can become stale.

01	VSBC retail lease entry https://www.vsbv.vic.gov.au/your-rights-and-responsibilities/entering-into-a-retail-lease/
02	VSBC disclosure statements https://www.vsbv.vic.gov.au/your-rights-and-responsibilities/accurate-lease-information/
03	VSBC tenant brochure https://www.vsbv.vic.gov.au/your-rights-and-responsibilities/entering-into-a-retail-lease/retail-leases-information-brochure-for-tenants/
04	CAV authorities https://www.consumer.vic.gov.au/licensing-and-registration/estate-agents/running-your-business/authorities-commissions-and-contracts/authorities-rebates-and-commission

IMPORTANT

This W Agent pack is a general operational checklist, not legal, conveyancing, financial, tax, valuation, planning, building, employment or franchising advice. It is not a prescribed form, authority, contract, disclosure document or government-approved instrument. Laws, forms, facts and transaction risks change. Obtain matter-specific advice and use current official or professionally licensed documents before signing, serving, advertising, receiving trust money or providing a regulated service.