



THE PROCESS – COMMERCIAL LEASES – for the Owner

1. Speak to Adcocks

Whether using an Agent or not, BEFORE entering into negotiations with a prospective tenant, you need to speak to Adcocks to understand your rights and obligations at law.

2. Prepare an Agreement to Lease / Disclosure Statement

To save time and clarify any issues, have Adcocks prepare a Disclosure statement and / or Agreement to lease.

3. Adcock's to prepare the Lease

When Adcock's have all the information required, your lease will be prepared within 48 hours for execution by you and your tenant.

4. Collect the Rent

It's important you are vigilant in the rent collection of your property. If your tenant falls behind (even one week) you need to contact Adcocks and they will assist you in the process to bring it up to date. DO NOT let it go months before chasing *your* money!

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