



# Roles and Responsibilities for Accommodation

(Premises owned by third party Lessor or Licensor)

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## 1 Roles and Responsibilities

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**The Agency must comply with the Lease and/or other Transaction Document in relation to the Premises.**

Item	Third party lessor obligations	Agency obligations
1 <b>Repair and maintenance of Premises</b>	Lessor must take reasonable action to keep the Building in good repair, structurally sound and safe for the Permitted Use.	Agency to keep the Premises in good repair and condition (having regard to their condition at the commencement date), excluding fair wear and tear and any structural repairs or repairs of a capital nature.
2 <b>Repair and maintenance of fixtures, fittings, furnishings, plant and equipment</b>	Lessor to use best endeavours: <ul style="list-style-type: none"> <li>to keep the base building air conditioning plant and equipment and the lifts in good working order;</li> <li>to keep the base building services available during business hours.</li> </ul>	Agency to keep its own fitout, fixtures, fittings, furnishings, plant and equipment in good repair and condition.
3 <b>Repair and maintenance of lights</b>	Lessor must keep in proper working order and condition light fittings, globes and tubes in the Common Areas and replace any such damaged or broken fittings, globes and tubes.	Agency must keep in proper working order and condition all light fittings, globes and tubes in the Premises and replace any such damaged or broken fittings, globes and tubes.
4 <b>Carpet/floor covering</b>	<b><i>This will reflect the arrangement with the Lessor in the Heads of Agreement as to replacement of the carpet</i></b>	<ul style="list-style-type: none"> <li>Agency must repair any carpet beyond fair wear and tear.</li> <li>If the carpet is replaced, Agency must remove any fixtures, partitions, workstations and other items to facilitate carpet replacement.</li> </ul>
5 <b>Water, gas, electricity and telephone</b>	Lessor to arrange separate metering.	Agency to pay cost of those services to the Premises.
6 <b>Provision of access keys</b>	Lessor to provide.	Agency to bear cost of providing additional or replacement cards or deactivating lost cards.
7 <b>Compliance with law and authority requirements</b>	Lessor to comply to the extent that compliance requires structural work that is not required as a result of the Agency's particular use or occupation	Agency to comply to the extent that: <ul style="list-style-type: none"> <li>compliance does not require structural work; or</li> </ul>



Item	Third party lessor obligations	Agency obligations
	of the Premises or the Agency's act or omission.	<ul style="list-style-type: none"><li>compliance requires structural work and the structural work is required as a result of the Agency's particular use or occupation of the Premises or the Agency's act or omission.</li></ul>
8 <b>Cleaning</b>	<ul style="list-style-type: none"><li>Lessor to clean Common Areas.</li><li><i>Lessor to clean and remove rubbish from the Premises at the Agency's cost]</i></li></ul>	<i>Agency to clean and remove rubbish from the Premises at the Agency's cost</i>
9 <b>Make good</b>	None.	Full make good if required, includes: <ul style="list-style-type: none"><li>removing of all fitout, fixtures, fittings, plant and equipment installed in the Premises by or on behalf of the Agency;</li><li>(to the extent required by PNSW/the Lessor) removing of all other fitout, fixtures, fittings, plant and equipment in the Premises;</li><li>repairing damage caused by the removal;</li><li>reinstating holes made in the structure by the Agency;</li><li>reinstating services to base building configuration;</li><li>putting the ceiling grid and tiles in good repair;</li><li>removing non carpet floor coverings and replacing carpet damaged beyond fair wear and tear;</li><li>cleaning the premises and steam cleaning the carpet;</li><li>repainting painted surfaces.</li></ul>