

# Notice of Proposal to Reduce or Vacate Office Accommodation

<b>Department</b>	
<b>Address of tenancy</b>	
<b>Contact name</b>	<b>Phone No.</b>
<b>Email</b>	
<b>Building owner</b> (check applicable box)	
Private sector leased      EPW owned      Other department owned ( <i>specify</i> ) .....	
<b>Proposal:</b> (Check applicable box)	
<input type="checkbox"/> Reduction from .....m <sup>2</sup> to .....m <sup>2</sup> ( <i>attach floor plan outlining the areas proposed to retain and surrender</i> ) or <input type="checkbox"/> Vacate entire lease .....m <sup>2</sup> ( <i>conditions below</i> )	
<b>Timing</b>	
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?	
<b>Conditions</b>	
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 <sup>2</sup> ; or (b) at least twelve (12) months in advance of the proposed variation for areas 1000m <sup>2</sup> 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: <a href="http://www.hpw.qld.gov.au/SiteCollectionDocuments/OAMFOccupancyAgreement.pdf">http://www.hpw.qld.gov.au/SiteCollectionDocuments/OAMFOccupancyAgreement.pdf</a>	
<b>Reason space no longer required</b>	
<b>Cost benefit statement</b> (outline savings to government)	

Type of accommodation to be vacated (check applicable box)		
Office	Storage	Other (specify)
<b>Fitout to remain</b> 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)		
<b>Note:</b> If this is a private sector lease that is to be relinquished, confirm your make-good obligations with the lease manager.		
<b>Comments</b>		
<b>Tenant department endorsement</b>		
<b>Signed</b>		
<b>Position</b>		
<b>On behalf of the Department of</b>		
<b>Please return to:</b> Principal Accommodation Manager, Planning Group Queensland Government Accommodation Office, GPO Box 2457, Brisbane QLD 4001		
<b>Note:</b> If an alternate tenancy is to be sought for this function, please also complete a Request for Office Accommodation form.		

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