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Property brief

Institute of Public Accountants

23 May 2018



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Property brief

Wednesday, 23 May, 2018

Dear Agent,

Re: Institute of Public Accountants – office requirement – Sydney

Tenant Representation Services Pty Limited (TRS) has been appointed as Tenant Advocate by Institute of Public Accountants to search and secure office accommodation for their Sydney based operations.

Client request

Institute of Public Accountants has strictly requested that any parties in the design or construction industry who wish to potentially participate in this project are to contact TRS directly.

Any party failing to comply with Institute of Public Accountants' instruction will not be provided with an opportunity.

Property brief

There are seven sections to the Property Brief:

1. Existing Property Details
2. About Institute of Public Accountants
3. Property Requirement
4. Agent's Procedures
5. Consultant's Fees
6. Submission Procedures
7. Key Contact

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Existing property details

Institute of Public Accountants currently occupies:

- Property : 210 George Street
- Area (Sqm) : 316Sqm NLA
- Level(s) : 10
- Lease Expiry : 31/03/20
- Option Period : N/A

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Property brief

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About our client

What Makes Us Unique

Making small business count

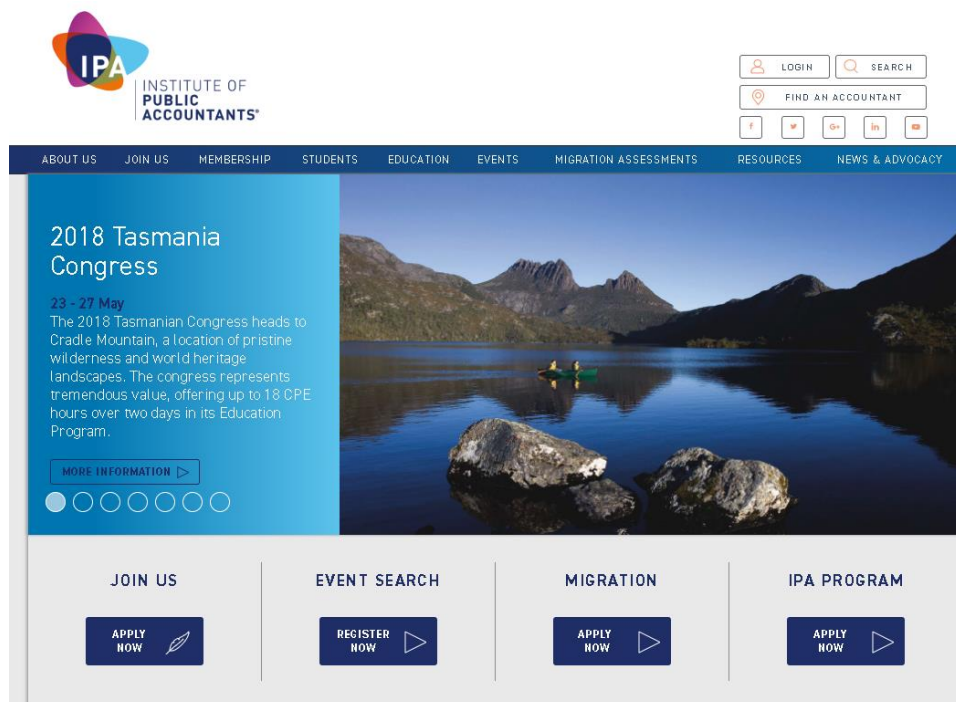
The IPA has a passion for small business. More than 75 per cent of our members are either servicing small business or are small businesses in their own right.

We constantly challenge ourselves to ensure we are delivering the best service possible to our members while maintaining our small business focus. As such, we have articulated our reason for being as:

To improve the quality of life of small business.

We recognise the vital contribution that small business makes to the economy globally. As trusted advisers, IPA members play a pivotal role in the lives of their small business clients and are in an ideal position to support the productivity, growth and prosperity of small business; thus making a genuine economic contribution.

For further information please refer to their website: www.publicaccountants.org.au





Property brief

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Property requirements

Our client's property requirements are set out as follows;

- **Area** Approximately 320 to 400 Sqm NLA (subject to space planning).
- **Grade** A / B grade
- **Location** Sydney CBD & North Sydney
- **Amenities** Retail and Cafes in close proximity
- **IT** Standard provisions
- **Expansion** Right of first refusal over adjacent / contiguous space would be advantageous.
- **Lease Start** 1 December 2018
- **Lease Term** Minimum Five (5) years plus Five (5) year option
- **Lease Type** Direct Leases, Sub-Leases and Assignments will be considered provided the required term is met.
- **Signage** Will Consider
- **Configuration** Preference for a single floor. High quality fitted out options considered – please supply a floor plan or photos to support your nomination.
- **Public Transport** Good public transport within close proximity to site
- **Car Parking** Please advise numbers
- **Security** Quality provisions
- **Access for fit out** Two months prior to Lease Start



Property brief

4 Agent's procedures

Agents submitting property details must have valid instructions from the respective building owners. Any Agency disputes that arise from duplicate submissions will be referred to the landlord for resolution.

5 Consultant's fees

Institute of Public Accountants will pay TRS directly.

6 Submission procedures

TRS would request that proposals that meet with our client's requirements be submitted by **Close of Business on Wednesday, 6 June, 2018** to secure inspection timing. Submissions should be emailed to nominations@tenantrep.com.au and contain the following as a minimum:

- Building and address / building owner
 - A brief description of the building and size of the premises
 - Availability date and brief financial parameters
 - The nature of the Agency appointment
-

7 Contact

Conor Whiting
02 8243 6744
nominations@tenantrep.com.au

We look forward to receiving your submissions and appreciate your co-operation towards a successful solution for our client.

Yours sincerely

Mark McGrath MRICS
Tenant Representation Services Pty Ltd