



# Commercial leasing - what every tenant should know







# Achieve the best outcomes for your leases.

## Why attend?

People who represent tenants and occupiers in their real estate requirements will be better positioned to make and implement leasing decisions.

## Who should attend?

Anyone from your organisation that makes leasing decisions or manages a lease portfolio including General Managers, Property Managers, Facility Managers, and Lease Administrators.

## What does the course cover?

- The inherent conflict of interest between property owners and tenants
- What tenants need to look out for and what makes for a tenant friendly lease
- Clauses in commercial leases that need tenant scrutiny
- Transaction management, lease management and portfolio planning
- Common leasing and negotiation mistakes that tenants need to avoid

## What will you learn?

- Gain insight into leases and leasing decisions from a tenant perspective
- Develop a keen eye for those lease clauses and lease terms that are critical for a tenant
- See how the lease is the key performance indicator of lease management competence
- Gain insight into lease administration and lease management
- Become familiar with using a cloud-based lease and transaction management application

**Date** 2 October 2019

**Time** 8:00 - 17:00

**Duration** 1 day

**Location** Sydney  
Level 3  
16 O'Connell Street

**Cost** \$1195  
per person ex GST  
Fee includes tuition, teas and lunch

Disclaimer: LPC Cresa Training workshops are intended to provide training and general information. They should not be relied upon as professional advice.

## Course Program

Time	Session	Objectives
8:00	<b>Coffee</b>	
8:15	<b>Welcome and introductions</b>	Introductions and orientation
8:30	<b>The tenant perspective</b> <ul style="list-style-type: none"> <li>• Landlord interests v tenant interests</li> <li>• The balance of power</li> <li>• Shifting the balance of power</li> <li>• The lease is the KPI</li> </ul>	<ul style="list-style-type: none"> <li>• Better recognise the conflict of interest</li> <li>• Understand how to shift the balance of power</li> <li>• Be better equipped to represent the tenant</li> <li>• Treat each lease as a 'KPI'</li> </ul>
9:30	<b>Closer look at a commercial lease</b> <ul style="list-style-type: none"> <li>• Types of commercial leases</li> <li>• Key lease terms and clauses</li> <li>• Gross and net rent and outgoings</li> <li>• Face rent and effective rent</li> <li>• The obvious and less obvious items</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the meaning of key lease terms</li> <li>• Be able to evaluate gross and net rent offers</li> <li>• Understand how to determine 'effective rent'</li> <li>• Be aware of the 'less obvious items'</li> <li>• Be better placed to represent the tenant</li> </ul>
10:30	<b>Tea</b>	
10:50	<b>A tenant friendly commercial lease</b> <ul style="list-style-type: none"> <li>• Key lease terms and clauses</li> <li>• Matching leases and business needs</li> <li>• The obvious items</li> <li>• The less obvious items</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of tenant 'nasties'</li> <li>• Be aware of the 'less obvious items'</li> <li>• Match business needs with lease terms</li> <li>• Be better placed to represent the tenant</li> </ul>
11:50	<b>Roadmap to a tenant friendly lease</b> <ul style="list-style-type: none"> <li>• Careful planning</li> <li>• Deliberate actions</li> <li>• Skillful negotiations</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciate the importance of planning</li> <li>• Understand how to build leverage</li> <li>• Be better placed to represent the tenant</li> </ul>
12:50	<b>Lunch</b>	
13:30	<b>8 mistakes to avoid</b> <ul style="list-style-type: none"> <li>• 8 common mistakes</li> <li>• Deliberate actions</li> <li>• Skillful negotiations</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of the 8 common mistakes</li> <li>• Understand how to avoid the 8 mistakes</li> <li>• Be better placed to represent the tenant</li> </ul>
14:30	<b>Optimising a leased portfolio</b> <ul style="list-style-type: none"> <li>• What problem is being solved</li> <li>• Lease management fundamentals</li> <li>• Portfolio optimisation principles</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciate lease management risks</li> <li>• Identify LM improvement opportunities</li> <li>• Recognise portfolio optimisation gaps</li> </ul>
15:30	<b>Tea</b>	
15:50	<b>Commercial tenants need to know</b> <ul style="list-style-type: none"> <li>• What to ask</li> <li>• Who to ask</li> <li>• When to seek advice</li> </ul>	<ul style="list-style-type: none"> <li>• Ask the right internal questions before leasing</li> <li>• Ask the tight external questions before leasing</li> <li>• Ensure advice is independent and expert</li> </ul>
16:30	<b>Panel and wrap up</b>	Table queries and summarise
17:00	<b>Depart – End of day</b>	

## Our Presenters

Our team of seasoned tenant advisors have developed and present this course. See some of our key presenters below.



**Matt Collins, Lead Presenter**

Matt has worked within the Australian commercial property market for the past 18 years. Prior to joining Lpc Cresa Matt held a position as a Senior Director at JLL before establishing Tenant Advisory Group through which Matt advised both local companies and multinational firms.



**Geoffrey Learmonth, Participating Presenter**

Geoffrey founded LPC over 20 years ago. He is a sought-after adviser to tenants and occupiers and is a registered valuer. He is an associate of the Australian Property Institute and an Associate of the Real Estate Institute of Australia.



**Julian Kurath, Participating Presenter**

Julian Kurath is a Director of LPC Cresa and is responsible for a range of transaction management services and lease management activities. Julian completed a Bachelor of Property Economics from UTS in 2002.



**Ken Lam, Participating Presenter**

Ken is a Director of LPC Cresa. He has held various roles as a valuer, corporate real estate consultant and an acquisition manager. Ken is a qualified valuer and he holds a Masters in Property Development.

**Leases need to be  
overseen. Not overlooked.**

## How to Register

**Register online at [lpc.com.au/lease-management-course](http://lpc.com.au/lease-management-course) or complete the registration form and email it to [training@lpc.com.au](mailto:training@lpc.com.au).**

For further information, please contact Julian Kurath or Ken Lam:

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