

FORM 8E

NOTICE TO EXERCISE OPTION TO RENEW

Date: / /	
LESSEE (name):	
The Lessee hereby exercises the Option to Renew the Lease for	
ADDRESS ('the premises'):	
pursuant to the Option to Renew Clause in the Lease for a further _____ months / years.	
CONTACT INFORMATION:	
Contact Person Name:	
Daytime Contact Number:	Mobile:
Email Address:	
SIGNATURE OF LESSEE (S):	
Signature 1:	Date: / /
Signature 2:	Date: / /
Signature 3:	Date: / /

THIS NOTICE MUST BE RECEIVED BY THE AGENT NO MORE THAN 6 MONTHS AND NO LESS THAN 3 MONTHS PRIOR TO THE AGREED DATE ON THE OPTION AGREEMENT, OTHERWISE THE OPTION TO RENEW MAY NOT APPLY.

ALTERNATIVELY (check box if applicable):
<input type="checkbox"/> Lessee is NOT considering taking up option to renew
If so, would you like our Commercial Leasing Consultant to contact you regarding sourcing an alternative premise:
<input type="checkbox"/> YES <input type="checkbox"/> NO

FOR OFFICE USE ONLY
Date Received: / /