

## Request for Proposals: Conditions of Application

1. **Withdrawal of application** – The application is irrevocable and can be accepted by the Trust at any time until the earlier of 31 December 2008 or the date the Trust declines the application.
2. **Withdrawal of property** – No obligations on behalf of the Trust in relation to a property will arise unless and until formal lease documentation has been agreed and executed by all relevant parties. The Trust may terminate the Request for Proposals or withdraw a property from the Request for Proposal. The Trust may accept a non-conforming tender, identify one or more applicants to negotiate with, or identify another lessee of a withdrawn property using methods determined by the Trust notwithstanding that a proposal has been received in relation to the property.
3. **Required information** – The applicant should provide all information asked for by the Request for Proposals. If the applicant fails to do this, the Trust may decline to consider the application. The applicant may also provide such other information it desires to support its application.
4. **Requests for further information** – The Trust may seek further information from an applicant. The applicant must provide such information at its cost and within the timeframe specified by the Trust. If the applicant fails to do so the Trust may decline the proposal.
5. **Time and place for lodgement of application** – The application should be lodged at the address and by the time detailed in the Request for Proposals. If the applicant fails to do this, the Trust may decline to consider the application.
6. **Costs of preparing application** – The Trust will not meet or contribute to the costs of an application or costs associated with the application. The applicant must meet all such costs even in the event a property is withdrawn from the Request for Proposals.
7. **Privacy and confidentiality** – The Trust is subject to the Freedom of Information Act (Cth) 1982 and the Privacy Act (Cth) 1988. The applicant should seek legal advice in identifying those components of the proposal which may be 'commercial in confidence'.
8. **Participation by leasing agents** – An application can be lodged by an agent or broker. Any such application must be submitted on the basis of the Trust's Agency Guidelines, which are available at the Trust's website.
9. **Notification of short-listed/unsuccessful applicants** – The Trust will advise the applicant whether or not its application has been considered and the outcome of that consideration. The Trust will not enter into any correspondence or discussions with any applicant relating to decisions made by the Trust on the leasing of its properties.
10. **Ownership of the application** – The proposal and all supporting documents in any media whatsoever will become the property of the Trust and will be retained by the Trust.
11. **Occupation dates** – The availability of buildings for occupation is subject to change, and the Trust accepts no liability for the alteration of the timetable in this regard.