

# Investa Leasing & Tenancy Fit-out Checklist

	<b>Lease Documentation</b>	Commercial terms agreed and set out in a Heads of Agreement (HOA)
		Lease documentation issued and signed
	<b>Fit-out Preparation</b>	Introduction to Real Estate Services Team and the Tenant Fit-out Co-ordinator
		Design experts appointed – Log on to the <a href="#">Investa Sustainability Toolkit</a> for guidance on sustainable fit-out choices
		Project program created
	<b>Design Development and Approvals</b>	Initial review of design by Investa
		Final review of design by Investa
		Obtain any necessary statutory approvals
		Builder appointed and inducted to the site
	<b>Construction and Completion</b>	Construction works commence
		Construction works complete. Provide Final Occupation Certificate and drawings.

## For more information:

W [investa.com.au/faststartfitouts](https://investa.com.au/faststartfitouts)

E [faststartfitout@investa.com.au](mailto:faststartfitout@investa.com.au)

P 1800 560 566