# RMIT logo 35mm colLEGAL SERVICES REQUEST FORM

**(Property related)**

***This form is privileged and confidential for the purpose of obtaining legal advice***

**Your Details:**

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| **Date:** |  |
| **Name:** |  |
| **Position Title:** |  |
| **Contact Number:** |  |
| **School/Group/Centre:** |  |
| **Portfolio:** |  |

**Authority:**

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| **Has this legal request/project received appropriate internal approval?** |
| **Yes**  | **Provide Name & Title of appropriate approver:** |
|  |  |
| **No**  | Seek appropriate internal approval and re-submit request at that time. |

**You require Legal to:**

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| **Draft a New Agreement** | **[ ]**  | *Complete Section A* |
| **Review Agreement from External Party** | **[ ]**  | *Complete Sections A & B* |
| **Provide Advice re; a dispute or disagreement** | **[ ]**  | *Complete Section C* |
| **Provide property-related Legal advice** | **[ ]**  | *Complete Section D* |

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| **Is this request related to or similar to an existing Legal file?** | **Yes / No** |
| **If Yes,** please provide more details such as Legal File Reference Number, name of the other party or who at Legal Services assisted you previously. |  |

**Details of Legal Request:**

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| *The following questions provide Legal Services Group (LSG) the information we require to draft or review a property related agreement.**The notes below each question are prompts to help assist you in evaluating common legal issues arising from RMIT’s property arrangements. They are not intended to be exhaustive, so please include any additional detail that would be useful for LSG to know.* |

***SECTION A***

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| 1. **If this a project? If yes, please tell us about it and what agreement is required.**
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| *Please give as much information about the project. Some of the things expected to be included are:** *What is the project? What is its value?*
* *Have the specifications been finalised? Attach a copy.*
* *Where is the project being completed? Include the title details which can be found in Property Central.*
* *How is the price calculated?*
* *Tell us about how the work will be delivered (i.e. are there phases, nominated subcontractors, provisional sums, heritage issues, who is administering the contract etc.)?*
* *What is the timeframe for engaging the other side, and also for finishing the project?*
* *What are the key objectives or drivers in completing the project? (time, cost or design control)*
* *Have you considered how you could possibly include a teaching & learning outcome or an opportunity for our students, and suggested this inclusion to the other side?*
* *Complete and attach your draft schedules.*
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| 1. **Is this related to a Property Management issue (i.e., leasing, licensing, disposals or acquisitions of property)? If yes, provide details below.**
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| *Other information we must know would include:** *Any special conditions we need to include?*
* *Are there any RMIT owned chattels?*
* *Any services to be provided by RMIT?*
* *Are there any special circumstances around the financial aspects?*
* *Are there any obligations outside of the usual the other side must comply with (such as provide learning and teaching opportunities)?*
* *What are the Security details?*
* *Will food services provisions apply?*
* *Describe the premises (area, title details, building details), and attach a premises plan from Property Central (ideally use grey colours to denote the premises as it is easier in copying).*
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| 1. **What key risks are you aware of that will need to be managed in the agreement?**
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| *Projects – These will be the key risks in your risk register and how you are intending that they will be managed.* *Property Management – This will be any issues that you think are likely to crop up, any peculiarities of the other side, or the property in question.* |

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| 1. **Provide details of the other party**
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| **Legal Entity or Party Name:** |  |
| **ACN or ABN:** |  |
| **Street Address:** |  |
| **Contact Name:** |  |
| **Telephone:** |  |

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| 1. **Further details and background information on the other party**
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| *If the other party is a company, please provide an ASIC search of the company details, or at least a copy of the ABN Lookup information.* *Please consider the following and include information you think is relevant:** *Who are the key people who either represent the other side, or who will be doing the work?*
* *Does RMIT have any related agreements or arrangements with the other side or one of its related entities?*

*(if so, please outline those arrangements and provide agreement details)?** *Have the other side been easy or challenging to deal with previously?*
* *Who are the company’s guarantors – we need their details.*
* *Do you have any other pertinent information regarding the other party?*
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| 1. **Are there other people/areas within RMIT or externally involved?**
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| *Some examples of the kinds of people who might be important are:** *An RMIT procurement officer who is working on the matter.*
* *Any external Project Managers or service providers who are working on the matter.*
* *Any internal stakeholders who have an interest or an ancillary agreement with the parties.*
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| 1. **Please include with your submission all related documents to support the agreement drafting.**
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***SECTION B***

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| 1. **Please confirm:**
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| 1. You have read the agreement provided by the External Party.
 | Yes / No |
| 1. The agreement terms reflect what has been agreed by RMIT.
 | Yes / No |
| 1. The agreement complies with RMIT’s regulatory and other obligations.
 | Yes / No |
| 1. The University can comply with its obligations under the agreement.
 | Yes / No |

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| 1. **Outline any concerns you have with the External Party’s agreement.**
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| *For example:** *Do the terms reflect the negotiations/discussions to date between the parties?*
* *Is there anything in the agreement you don’t understand, or appear troubling which require Legal input?*
* *Are there changes to the agreement terms which you believe should be made to better reflect the arrangement?*
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| 1. **Please attach the complete agreement (including any Schedules and Annexures), and any related documentation.**
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***SECTION C***

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| 1. **Please provide details in relation to the property dispute or disagreement**
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| *Provide as much detail as possible, such as:** *Details of the parties involved*
* *Have legal proceedings been issued (e.g. letter of demand, complaint or legal proceedings filed in an external tribunal/court or complaint made to an external regulatory or complaints body (eg. Ombudsman Victoria)?*
* *Are the parties represented (e.g. by a law firm or similar)?*
* *Copies of any formal documentation and associated correspondence received by RMIT from the other side, or the TRIM number*
* *Copies of any related documentation such as internal advice, investigation reports, applicable RMIT regulations or policies.*
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***SECTION D***

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| **Please set out below the nature of your property-related query?** |
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| *Provide full details on the matter and advise what assistance is being requested.**Attach with your submission copies of all documentation relevant to your query.* |

**Conclusion and Submission**

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| **Turnaround Times** |
| Turnaround times are highly dependent upon the nature and complexity of the matter at hand, and the adequacy of instructions provided to Legal Services. As a guide, Legal Services will often be in a position to provide at least preliminary advice within ten (10) working days of receipt of a Legal Services Request Form.If this matter is urgent or subject to specific deadlines, please advise:  |
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| **Acknowledgement Receipt** |
| You should receive **email notification** from Legal Services within 1-3 days of lodgement of your Legal Services Request Form. This notification will provide you with a **Legal File Reference Number** for your request.If after 3 days you have not received this email notification, please follow up directly with the Legal Services Group administrator to ensure your submission has been received. |

Please submit your Legal Services Request Form (and associated documentation) to: legalservices@rmit.edu.au

or via Internal Mail: Building 21; Level 4; Room 7