

Tenants wishing to take up the option of a second three-year term at the conclusion of their original licensing agreement must apply in writing to the ANCA Board, via the ANCA Office, at least 3 months prior to the termination date of their existing licensing agreement.

The written application should include a brief outline of;

- the tenant's continued need for studio space
- their proposed active use of the space
- their participation in the ANCA community for example through participation in committees and regular involvement in working bees. and
- their financial position and ongoing capacity to pay rent on time.

The ANCA Board does not automatically guarantee a second three-year term to an existing tenant. An application will be considered in terms of ANCA's best interests. This includes studio waiting lists, financial sustainability and an applicant's ongoing contribution to the ANCA community. Board decisions are final.

If the tenant is refused a second three-year term they may re-apply for a studio at a later date for one more three-year term (taking them to a maximum of 6 years in total).

** The ANCA Office will send an email to tenants at least 4 months prior to the expiry of their licensing agreement reminding them of the upcoming date and notifying them of the procedure for extensions.*

Hi Dan,

Just a quick note to remind you that the termination date of your lease at studio 4, Dickson is coming up on June 7, 2014.

If you would like to apply for a second three year lease, you should write to the ANCA Board (via this office email) outlining briefly your continued need for studio space, active use of the studio, participation in the organisation (committees, working bees etc.) and financial position. The Lease Extension policy is attached for your information and reference.

Thanks

Elizabeth Curry
Arts Administrator



ANCA Office & Gallery
PO Box 1189
1 Rosevear Place Dickson ACT 2602
Ph. 02 6247 8736
office@anca.net.au
www.anca.net.au

