

Heads of Terms for

Subject to Contract

1. Details of the premises: <<[Land Registry compliant] plan >> as shown on the attached [Land Registry compliant] plan
2. Name and address of the Tenant(s) if the lease is joint include both sets of details>>
3. Name and address of the Landlord
4. Name and address of guarantor >>
5. Lease term and proposed start date
6. Does Tenant have security of tenure (to renew the tenancy)? Yes
7. Will the lease include a break clause? If so who can exercise it? Landlord. What notice period?
8. Rent payable:
 - a) Amount: <<£ amount >>
 - b) Are the premises Valued?
 - c) Frequency: weekly
 - d) How is it paid? cash
9. Rent deposit required? Yes
10. Any rent free period (or other incentives) or describe>>
11. Rent subject to review? Yes/No. If yes, basis, e.g. how often; market rent or RPI?>>
12. Type of lease? <<e.g. full repair and reinstatement>>
13. Permitted use of the premises <<e.g. Office, Retail, Industrial, Factory or Warehouse etc.>> Are there any restrictions on use? >>
14. Insurance:
 - a) Who is responsible for insuring the premises? Landlord.
 - b) If landlord, does tenant have to contribute to the premium? Yes.

- c) Who is responsible for the repair of the property? Landlord.
15. Repairing obligations: <<e.g. the landlord's repair covenant to be limited by a schedule of condition?>>
16. Rights to be granted to the tenant: <<e.g. parking, rights of access, rights to use shared facilities>>
17. Assignment and subletting: <<e.g. assignment permitted, no subletting. <<any other terms?>>
18. Services and service charges:
a) Does the landlord provide services?
b) If yes, what are the services provided by the landlord>>
c) Does the tenant pay for the services?
d) If yes, how is the service charge calculated? <<e.g. the tenant pays a fair proportion according to the use of the property. The tenant pays []%>>
e) Is there a service charge?
19. Alterations:
a) What is permitted? <<e.g. alterations are permitted with landlord's consent>>
b) Is the tenant intended to carry out alterations? <<e.g. fit-out works? Yes.
c) If yes, is a licence to alter required? <<e.g. Yes>>
20. Timing and other matters: <<e.g. the lease term to be limited by a schedule of condition?>>