

SUBJECT  
Heads of Lease at Will

1. Details of the premises: << [as shown on the attached plan]
2. Details of any fixtures and fittings to remain at the premises: << >>
3. Name and address of the Tenant. If the Tenancy is joint include both sets of details>>
4. Name and address of the Landlord
5. Proposed start date of Tenancy and duration: << >>
6. Termination: the Tenancy shall be terminated by either party at any time with immediate effect.
7. Rent payable:
  - a) Amount: <<£ amount>>
  - b) Are the premises Valued for Rent? <<Yes/No>>
  - c) Frequency: <<Weekly/Monthly/Annually>> <<in advance/in arrears>>
  - d) How is it paid? <<Cash/By Standing Order/Direct Debit/Bankers draft or cheque/Building Society>>
8. Is the Tenant responsible for:
  - a) Rates? <<Yes/No>>
  - b) Taxes? <<Yes/No>>
  - c) Utilities charges? <<Yes/No>>
9. Use:
  - a) Permitted use of the premises <<e.g. office, cafe, guest house etc.>>
  - b) Are there any restrictions on use? <<If so, describe, e.g. can only be used during office hours>>
10. Insurance:
  - a) Who is responsible for insuring the premises? <<Landlord>><sup>2</sup>
  - b) If Landlord, does Tenancy Insurance premium? <<Yes. This will be included in the Rent>>
  - c) Who is responsible for insuring the contents? <<Landlord>><sup>4</sup>
  - d) Who is responsible for insuring the contents? <<Landlord/Tenant/Both Parties>>

<sup>1</sup> If no, the tenant's proportion of these costs shall be

<sup>2</sup> Due to the short nature of the tenancy at will the

<sup>3</sup> The Landlord should include the tenant's contents

<sup>4</sup> If the Landlord's fixtures and fittings are to remain in the premises, the Landlord should include the tenant's

in the Rent.

will want to be responsible for insuring the premium in the Rent.

11. Repairing obligations: <<The Tenant shall keep the premises clean and tidy and not to cause damage>>
12. Rights to be granted to the Tenant: <<The Tenant shall have the right of parking, rights of access, rights to use shared facilities>>
13. Services and cost of the services:  
a) Does the Landlord provide services? <<Yes/No>>  
b) If yes, what are the services provided by the Landlord? <<The Landlord provides the following services provided by the Landlord>>  
c) Does the Tenant contribute to the cost of the services? <<Yes - the Rent includes the Tenant's contribution to the cost of the services/No>>
14. Alterations:  
What is permitted? <<None/Alterations are permitted>>
15. Timing and other matters: <<The Tenant shall not be allowed to carry out alterations>>

---

<sup>5</sup> Alterations are generally prohibited under a tenancy agreement. The Tenant may be permitted internal alterations but only with the prior written consent of the Landlord.