

SUBJECT
Heads of Agreement to Alter

1. Details of the premises: << >>
2. Name and address of the Tenant. If the relationship is joint include both sets of details>>
3. Name and address of the Landlord
4. Name and address of Guarantors: << >>
5. Details of the Lease:
 - 5.1 Date: << >>
 - 5.2 Original Landlord: << >>
 - 5.3 Original Tenant: << >>
 - 5.4 Commencement date: << >>
 - 5.5 Expiry date: << >>
6. Proposed alterations: <<[insert details of alterations shown on the attached plans and specifications]
7. Is planning permission required? If yes, has it been granted? <<Yes/No>>
8. Proposed start date for alterations: << >>
9. Details of any restrictions and conditions to be carried out: << >>
10. Tenant to reinstate the premises to original condition at the end of the term? <<Yes/No>>
11. Form of Licence to be granted: << >> Alter
12. Tenant to pay Landlord's professional fees:
 - 12.1 Preparing and completing the Licence? <<Yes/No>>.
 - 12.2 Advice on and inspection of the premises? <<Yes/No>>.
13. Timing and other matters: << >>