

SUBJECT
Heads of Terms for Licence to Occupy Leasehold Premises

1. Details of the premises: << >>
2. Name and address of the Tenant(s) (if the relationship is joint include both sets of details)>>
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4. Name and address of Tenant(s) (if the relationship is joint include both sets of details)>> (able): << >>
5. Name and address of the proposed Underlet(s): << >>
6. Name and address of Underlet(s) (if applicable): << >>
7. Details of the Lease:
 - a) Date: << >>
 - b) Original Landlord: << >>
 - c) Original Tenant: << >>
 - d) Commencement date: << >>
 - e) Expiry date: << >>
8. Details of the proposed Underlet(s):
 - a) Demised premises: << >> as demised by the Lease.
 - b) Commencement date: << >>
 - c) Expiry date: << >>
 - d) Security of tenure to be enjoyed by the Underlet(s): << >>.
 - e) Rent: << >>
 - f) Any rent free period: <<None or describe>>
 - g) Rent review dates: << >>
 - h) Form of underlease to be granted by the Landlord.
9. Tenant to pay Landlord's professional fees in preparing and completing a Licence to Underlet? <<Yes/No>>.
10. Tenant (or Tenant's lawyer) to pay Landlord's professional fees? <<Specified or payment on account for professional fees or payment on account is required and the amount>>
11. Timing and other matters: << >> s, e.g. conditional on satisfactory credit checks, references for the Tenant(s).
12. Legal advisers (if applicable):
 - a) Landlord's: <<Insert name and contact details>>
 - b) Tenant's: <<Insert name and contact details>>

c) Undertenant's: <<In contact details>>

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