

COMMERCIAL LEASE CHECKLIST



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1. New lease or assignment?
2. Details of the premises
3. Repairing and insuring lease?

PARTIES

4. Name and address of the Landlord
5. Name and address of the Tenant
6. Name and address of tenant's guarantor (if applicable)

TIMING

7. Lease duration
8. Proposed start date
9. Does Tenant have the right to renew the tenancy?
10. If the lease includes a break clause then who can exercise it (landlord, tenant, both?) and what notice period is required?

RENT

11. Rent payable
12. Rent payment frequency
13. Rent paid in advance / in arrears?
14. Are the premises VAT elected?

15. Rent deposit required?
16. Any rent free period (or other incentives)?
17. If rent is subject to review, at what frequency and on what basis (market rent, retail price index?)

OTHER

18. Permitted use of the premises / are there any restrictions on usage? (no betting shop, no alcohol sales?)
19. Rights to be granted to the tenant (car parking, right of access, right to use shared facilities)
20. Assignment and subletting: (is it allowed, if so on what conditions)
21. If the landlord provides any services, what are they and how is any tenant service charge calculated (Percentage, floor area?)
22. Alterations permitted (internal, external?) on what terms? (Licence?)
23. Is the tenant intending to carry out any fitting-out works?
24. Dilapidations schedule, if relevant
25. Who is to pay landlord's legal costs?

Other points:

- A. Planning Consent
- B. Rates
- C. Utilities
- D. Vacant possession?

All solicitors should be professional, friendly and accessible.

Mounteney Solicitor's commitments over your normal expectations are:

1. our explanations are simple, clear and concise
2. our advice and services are unsurpassed in our sector
3. our fees are more economic than our local competitors'
4. our charges are proportionate to the value we produce for clients
5. in all appropriate instances we quote and adhere to fixed-fee terms
6. we cause no unreasonable delay in pursuing our clients' interests
7. we are readily available during business hours
8. we adopt a smart approach
9. we are scrupulously polite
10. our principles are based on the Christian ethos

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We are regulated by the Solicitor's Regulatory Authority

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