

THINKING OF MAKING AN OFFER?

Things that are helpful to include in your initial offer letter are:-

1. The name in which you wish to take the lease/property i.e. as an individual company name, partnership etc. as well as a correspondence address with phone numbers.
2. The commencement date you wish to complete.
3. In the case of a lease, the lease duration and frequency of rent reviews.
4. The rent/price you are offering. Rising/incremental rents can be considered.
5. Where a lease is being created, reference need to be taken up, these are generally from your:-
 - a) Bank
 - b) Accountant
 - c) Two trade referees

However, it is appreciated that in some circumstances (start ups etc.) you may not have some of these and we can therefore try:-

- d) Existing landlord (residential?)
- e) Former employer
- f) Family friend of professional standing.

It helps if you can give full names and other contact details in respect of each referee, in order that we may contact them and seek a reference. **PLEASE DO NOT OBTAIN REFERENCES YOURSELF, AS THIS MERELY WASTES TIME.**

6. We will need to know who your solicitor is, with name and address of his/her practice.
7. Are there other special terms or conditions that need to be contained within your offer? i.e. break clauses, repairing obligations, deposit/premium payments etc.
8. Is your offer subject to anything? i.e. survey, contract, planning permission etc.

Finally, do not forget to name the property!

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