



Agreement - Serviced Office

Agreement dated

BETWEEN:

(1) 'We' Landlord : **CONDIE INVESTMENTS LTD**
FAIRHURST HOUSE
7 ACORN BUSINESS PARK HEATON LANE STOCKPORT CHESHIRE
SK4 1AS **Company No. 04575048**

(2) 'You' Tenant :

Contact Name:

Contact Number:

1 DEFINITIONS

'Building' : Viscount House, River Lane, Saltney, Chester CH4 8RH

'Schedule' : Means Schedule of landlords fixtures and equipment (furniture, telecoms etc) as appeared to this Agreement where applicable.

'Suite' : ... First Floor (including all fixtures and equipment in the Suite listed in the Schedule) or such other Suites of comparable size and suitability as we may from time to time allot

'Starting Date' :

'Business Hours' : 8 am to 5.30 pm Mondays to Fridays inclusive and 8 am to 12 noon on Saturdays (except bank and public holidays).

Rent : pounds (£) per month + VAT (inclusive of all rates and buildings insurance and service charge

Telecoms Charge : pounds (£) per month + VAT (telephone rental and line rental for X telephone handsets and broadband provision access for the Suite, telephone charges are additional)

Furniture Charge : pounds (£) per month + VAT (this figure is for the use of ... workstations) pounds (£) + VAT (equivalent to 1 months rent, this figure will be held for the duration of the term, returned upon the termination of the agreement upon landlords satisfaction of property condition)

'Deposit'

Initial Payment : An initial payment of £ + VAT (this figure will act as first months rent plus the deposit)

'Permitted Use' : Offices

'Maximum Number of Occupiers' :

2 LETTING

We grant you occupancy of the Suite beginning on the Starting Date. You pay us the rent and additional telecoms or furniture charges (if opted for). The demand or acceptance of rent at regular periods does not create any periodic tenancy. Tenants can access the building at all times 24 hours a day 365 days a year.

3 DEPOSIT

If you have paid us the Deposit we will return it to you when you leave but will deduct from it any amount you owe us. If the Deposit is insufficient you will pay us the balance immediately before you leave

4 TERMINATION

This tenancy is for a....period beginning ...continuing thereafter on a month by month basis until terminated by either party.

This Agreement may be terminated by either party by service of at least...month/s notice in writing to the landlord, such notice not to be given until after the expiration of such first...month period.

When you leave you must make good any damage to the Suite caused by removing your fittings. You must hand back the Unit to us in a clean, tidy and well decorated condition as per the photographs attached to this licence and you must replace any broken items. We will dispose of any items remaining in the Unit after you leave and shall be entitled to keep the sale proceeds.

5 YOUR OTHER OBLIGATIONS

Your other obligations to us are as follows:

- 5.1 To pay the rent and telecoms / furniture charge (if opted for) every month by standing order (plus interest at 4% over Bank of England base rate and an administration fee of £30 if payment is not made by the due date)
- 5.2 To pay VAT on the rent and telecoms/ furniture charge (if opted for) if requested
- 5.3 To pay for all telephone call charges
- 5.4 To take out your own insurance necessary for your business and to supply copies to us on request
- 5.5 To keep the interior of the Suite clean, tidy and well decorated to our satisfaction
- 5.6 To maintain and repair the fixtures and equipment listed in the Schedule and if necessary replace any items which become broken or beyond repair
- 5.7 Not to make any alterations or additions (structural or otherwise) to any part of the suite
- 5.8 To make good immediately any damage you may cause to the Suite or any part of the Building
- 5.9 To comply with all statutory requirements in relation to the Suite and your business
- 5.10 To permit us (or anyone else we permit) to enter the Suite at any time to inspect it and carry out any other function we may require
- 5.11 To use the Suite for the Permitted Use only
- 5.12 To store all IT equipment within the Suite
- 5.13 Not to allow more than the Maximum Number of Occupiers to work in the Suite. You must cease to employ any of your employees or servants if they conduct themselves in a manner which in our reasonable opinion is detrimental to our interests or the interests of the other occupants of the Building
- 5.14 To comply with all regulations we make in relation to the management and administration of the Building

- 5.15 Not to store dangerous, hazardous or inflammable materials or chemicals
- 5.16 Not to install any electrical equipment or heating apparatus without our prior approval
- 5.17 Not to do anything which may invalidate our insurance policy or increase the cost of premiums?
- 5.18 Not to use the Suite for any activity which is dangerous, offensive, noisy, illegal or immoral or which is or may be come a nuisance or annoyance to us or to the other occupants of the Building or other neighbouring properties
- 5.19 Not to assign, sublet, share or part with possession or occupation of the Suite or any part of it
- 5.20 Not to fix any sign on your Suite or any part of the Building without our prior approval
- 5.21 Not to make any alterations to, install any equipment or undertake any works whatsoever within the Building without first notifying the landlord and obtaining written consent.
- 5.22 To observe and familiarise yourself with the fire exits/escape routes (located on the ground floor) and other fire safety instructions issued both in individual suites and at the main reception office, and to follow instructions given by us for the safety and well being of all occupants of the Building
- 5.23 To pay all costs and expenses which we incur in taking action against you in consequence of your being in breach of this Agreement
- 5.24 Not to permit any refuse to remain in the Suite other than in proper receptacles and to remove all refuse which may have accumulated at least once every week.
- 5.25 If the standing order is cancelled or the rent does not arrive for any reason we reserve the right at our absolute discretion to charge an admin fee of £30.
- 5.26 No smoking is permitted in any part of the building or property.

6 OUR OBLIGATIONS TO YOU

We will provide the following services which you and the other tenants in the Building will pay for by means of your rent.

Services which we will provide throughout this Agreement:

- 1 We will:
 - Provide and maintain a CCTV system for site security
 - repair, maintain, clean and decorate the Building (except clean and decorate your Suite) to such standard as we consider appropriate
 - take such precautions against theft and damage in respect of the Building as we think are necessary (but not your Suite which is your responsibility)
- 2 We will make all reasonable endeavours to provide during Business Hours:
 - Lighting and heating to [your Suite and] all communal parts of the Building
 - Toilet and washing facilities
 - Meeting [and conference] room facilities
 - Kitchen Facilities

Services which we may provide at our discretion:

- secretarial services or telephone answering
- Reception facilities
- any other services which are reasonably necessary for the better management and administration of the Building or which may be requested by the majority of tenants using the Building

7 ANY SPECIAL CONDITIONS

SCHEDULE OF LANDLORD'S FIXTURES AND EQUIPMENT

WARNING

THIS AGREEMENT WILL NOT GIVE YOU SECURITY OF TENURE. IF YOU ARE UNSURE ABOUT ANY OF THE TERMS YOU SHOULD TAKE LEGAL ADVICE BEFORE SIGNING

Signed for and on behalf of the Landlord:

.....

Signed for and on behalf of the Tenant:

.....

Witness:

Name:

Address:

Occupation: