

## Lease Heads of Terms

Note: These Model Heads of Terms follow a similar format to the Code for Leasing Business Premises: Landlord Code.

<b>Property address</b>	Land Registry compliant plan available?
<b>Landlord details</b>	Correspondence address: Contact name: E-mail: Telephone:
<b>Tenant</b>	Correspondence address: Contact name: E-mail: Telephone:
<b>Rent</b>	£                      per annum exclusive of VAT. Payment dates monthly/quarterly. Is the property VAT elected?
<b>Rent free period (other Incentives)</b>	
<b>Type of lease</b>	Full repairing and insuring?
<b>Guarantor/rent deposits</b>	
<b>Lease Term (&amp; start date)</b>	
<b>Break clauses or renewal rights</b>	
<b>Security of Tenure</b>	Is there an automatic right to request a new lease?
<b>Rights</b>	e.g. car parking, unloading
<b>Rent reviews</b>	Frequency? RPI / Market rent?
<b>Assignment and subletting</b>	
<b>Services and service charge</b>	
<b>Repairing obligations</b>	Full repairing? Schedule of condition?
<b>Alterations</b>	Required before grant of lease? Consent required?
<b>Permitted Use</b>	
<b>Insurance</b>	
<b>Collateral warranties</b>	

**Other issues**

**Legal costs**

Each party pay own costs?  
Tenant to pay all costs re Lease?

**Solicitors details**

Correspondence address:  
Contact name:  
E-mail:  
Telephone:

**Timing and other matters**