

SUBJECT
Heads of Terms to Assign

1. Details of the premises: << >>
2. Name and address of the Tenant. If the relationship is joint include both sets of details>>
3. Name and address of the Landlord
4. Name and address of Tenant(s) (if applicable): << >>
5. Name and address of the Assignor
6. Name and address of Assignee(s) (if applicable): << >>
7. Details of the Lease:
 - 7.1 Date: << >>
 - 7.2 Original Landlord: << >>
 - 7.3 Original Tenant: << >>
 - 7.4 Commencement date: << >>
 - 7.5 Expiry date: << >>
8. Tenant to enter into an authorisation to assign? <<Yes/No>>
9. Assignee to provide rent details:
 - 9.1 Amount: £<<amount>>
 - 9.2 Duration: To be held in force until the Assignee ceases to be tenant, until the profits test passed>>
10. Tenant to pay Landlord's professional fees? <<Yes/No>> (including preparing and completing a Licence to Assign)
11. Tenant (or Tenant's lawyer) to pay Assignor's professional fees? <<Specify if payment on account is required and the amount>>
12. Timing and other matters: <<Specify, e.g. conditional on satisfactory credit checks, references for the Assignee>>
13. Legal advisers (if applicable)
 - 13.1 Landlord's: <<Insert name and contact details>>
 - 13.2 Tenant's: <<Insert name and contact details>>
 - 13.3 Assignee's: <<Insert name and contact details>>