

**SUBJECT**  
**Heads of Propose 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 Tenant's legal advisers: << >>
4. Name and address of Tenant's legal advisers (if applicable): << >>
5. Name and address of the Assignor: << >>
6. Name and address of Assignor's legal advisers (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. Tenant to pay Landlord's professional fees? <<Yes/No>> If Yes, including and completing a Licence to Assign? <<Yes/No>>
10. Tenant (or Tenant's lawyer) to make any payment on account for professional fees? <<Specify amount and the amount>> If Yes, specify amount and the amount required for payment on account is required
11. Timing and other matters: <<Specify details>> e.g. conditional on satisfactory credit checks, references for the Tenant
12. Legal advisers (if applicable): <<Specify details>>
  - 12.1 Landlord's: <<Insert name and contact details>>
  - 12.2 Tenant's: <<Insert name and contact details>>
  - 12.3 Assignee's: <<Insert name and contact details>>