

SUBJECT

Heads of Terms for Licence to Occupy and Leasehold Premises

1. Details of the premises described as: <<Address & Description>>
2. Details of the premises to be leased: <<Address & Description>>
as shown on the attached [] plan
3. Name and address of the Tenant: <<Insert details>> If the relationship is joint include both sets of details>>
4. Name and address of the Landlord: <<Insert details>>
5. Name and address of Tenant's solicitor: <<Insert details>> (if applicable): << >>
6. Name and address of the proposed Underlessee: <<Insert details>> (if applicable): << >>
7. Name and address of Underlessee's solicitor: <<Insert details>> (if applicable): << >>
8. Details of the Lease:
 - a) Date: << >>
 - b) Original Landlord: <<Insert details>>
 - c) Original Tenant: <<Insert details>>
 - d) Commencement date: <<Insert details>>
 - e) Expiry date: << >>
9. Details of the proposed Underlease:
 - a) Commencement date: <<Insert details>>
 - b) Expiry date: << >>
 - c) Security of tenure to be granted: <<Insert details>>.
 - d) Rent: << >>
 - e) Any rent free period: <<Insert details>> (None or describe>>
 - f) Rent review dates: <<Insert details>>
 - g) Form of underlease to be granted: <<Insert details>> Landlord.
10. Tenant to pay Landlord's professional fees? <<Yes/No>>. If Yes, details of fees: <<Insert details>>.
11. Tenant (or Tenant's lawyer) to make payment on account for professional fees? <<Specify date and the amount>>
12. Timing and other matters: <<Insert details>>, e.g. conditional on satisfactory credit checks, references for the proposed Underlessee.
13. Legal advisers (if applicable): <<Insert details>>
 - a) Landlord's: <<Insert details>> (if applicable) contact details>>

- b) Tenant's: <<Insert name>> contact details>>
- c) Undertenant's: <<Insert name>> contact details>>

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