

18 October 2017

## **New Lease Agreed Heads of Terms**

1. Unit: 9A

2. Size: 6,882 sqft

3. Annual rent: £48,174 + VAT pa

4. Payment terms:- Quarterly in advance

5. Deposit: £ 12,043.50

6. Term: 3-5 years

7. Parking Spaces Unit/OvFl:

8. Service charge: £ 2,294 pa

9. Landlord Insurance £ 1,000 pa

10. Electricity: Metered

11. Water: Metered

12. Facilities: 2x Office, Female Toilet, Male Toilet, Kitchenette

13. Start date: January 2018

This is our understanding of the terms agreed and your requirements, which we hope have been understood accurately and look forward to discussing further with you.