

Thinking of Making an Offer?

Things that are helpful to include in your initial offer letter are:-

1. The name in which you wish to take the lease/property: i.e. as an individual company name, partnership etc, as well as a correspondence address with phone numbers.
2. The commencement date you wish to complete by.
3. In the case of a lease, the lease duration and frequency of rent reviews.
4. The rent/price you are offering. Rising/incremental rents can be considered.
5. Where a lease is being created, references need to be taken up. These are generally from your:-
 - a) Bank
 - b) Account
 - c) Two trade referees.

However, it is appreciated that in some circumstances (start ups etc) you may not have some of these and we can therefore try:-

- d) Existing landlord (residential?)
- e) Former employer
- f) Family friend of professional standing.

It helps if you can give full names and other contact details in respect of each referee in order that we may contact them and seek a reference. **PLEASE DO NOT OBTAIN REFERENCES YOURSELF AS THIS MERELY WASTES TIME.**

6. We will need to know who your solicitor is, with name and address of his/her practice.
7. Are there other special terms or conditions that need to be contained within your offer? i.e. break clauses, repairing obligations, deposit/premium payments etc.
8. Is your offers subject to any conditions such as survey, contract, planning permission etc?
9. See overleaf for preferred format.

Finally – do not forget to name the property!

Richard Stafford richard@staffordperkins.co.uk 07770 827428 01233 613900

Your Address
Phone Number
Mobile Number
Email address

Date

Dear Richard,

Unit X, Any Estate, Any Town, Kent

Further to our recent inspection of the above property we would like to make an offer to the Landlord. We would take the unit in the company name (Bloggs and Co); however the two directors will stand guarantor and offer a 3 month rental deposit throughout the term of the lease which would be on the following terms:-

1. New 15 year FRI lease.
2. The quoted rent of £10,000 per annum is acceptable, paid quarterly in advance.
3. There will be a rent review every 5 years.
4. We would like a break clause at year 5.
5. We would like to complete by (date).
6. We will be responsible for the Landlord's reasonable legal costs.

References can be obtained from our bank which is:-

Barclays/Lloyds/HSBC etc.
High Street
Anywhere
Sort Code
Account Name and Number

Two trade references are:

Name:

Name:.....

Address:

Address:

.....

.....

Out Solicitor is:

Our Accountant is:

Name:

Name:

Address:

Address:

.....

.....

Tel:

Tel:

We trust this is acceptable, however if you have any questions please call immediately.

Yours sincerely,
Signature

