

## **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) Accountant (or you could send us copies of last two years' audited accounts).
  - b) Two trade referees

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

- c) Existing landlord (residential?)
- d) Former employer
- e) 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.**

**We will also carry out an Anti-Money Laundering check to confirm your identity, and in some circumstances may also check with a credit reference agency.**

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 offer subject to any conditions such as survey, contract, planning permission etc?
9. We will need to check your identity for Anti Money Laundering rules – please give your full name, address for the past 3 years and date of birth.
10. Example shown overleaf is for illustrative purposes only.

**Finally – do not forget to name the property!**

This is an **example** of an offer letter – you can write yours however you like as long as all the necessary information is included!

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.

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*



# Anti-Money Laundering and Terrorist Financing Regulations 2017

## IDENTITY VERIFICATION FORM

### Why do we need to Verify your Identity?

Section 28(2) of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 requires us to carry out an ID check on all our clients and we use the Creditsafe organisation for this purpose. ([www.creditsafe.com](http://www.creditsafe.com))

For more detailed information and explanation of these regulations please go to: [www.legislation.gov.uk/uksl/2017/692/pdfs/uksi\\_20170692-en.pdf](http://www.legislation.gov.uk/uksl/2017/692/pdfs/uksi_20170692-en.pdf)

In order to easily obtain the necessary ID check please would you confirm the following details: -

### DETAILS

<b>For Registered Companies:</b>	
Full Company Name:	
Co. Registration No:	

<b>Customer's full name</b>		<b>Date of birth</b>	
<b>Current Home Address</b>			
Address 1			
Address 2			
Town			
County		Postcode	
Date of moving to this address:			
<b>Previous Address (if you have lived at the above address for less than 3 years).</b>			
Address 1			
Address 2			
Town			
County		Postcode	
<b>Additional information: (optional, but may be required if initial checks fail)</b>			
UK driving Licence Number:			
UK Passport Number:			

Signature: ..... Date: .....

Please let us know if you would like a copy of the information we obtain from Creditsafe.

