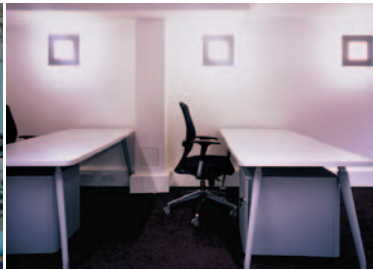
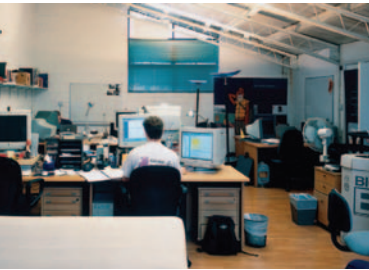


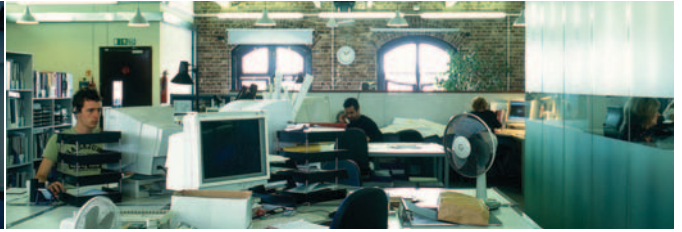


Workspace Group

→ Taking space



→ How do I rent space with
Workspace Group?



Thank you for your interest in renting business space with us. This leaflet sets out the process of renting a unit with Workspace Group and what documentation you are required to provide. It is designed to accompany your Offer Letter.

Also included are details of the other related services we offer that may benefit your business.

Workspace Group plc is the leading provider of flexible business accommodation to small and medium sized enterprises in London and the South East.

We offer simple, flexible agreements and the ability to expand or contract within our portfolio of over 4,000 units throughout London.

A → Step by step process to renting a unit

Renting a Workspace Group unit is designed to be a straightforward process that should take a matter of days to complete. Here's how you do it:

- 1→ Once you have viewed a unit and are interested in renting it, please tell the Centre Manager who showed you the unit or contact the Lettings Department and we will arrange to send you an Offer Letter setting out all the terms along with a draft copy of the Agreement.
- 2→ The Offer Letter sets out all the terms that will form the basis of the lease or licence agreement for the specific unit you are interested in. A draft copy of the Agreement will also be forwarded to you.
- 3→ If you are happy with the terms, you have the choice of reserving the unit by paying a Holding Fee in the form of a non-refundable deposit of £200.00. **The deposit will hold the unit for 10 working days** and will form part of your first rental payment. If you fail to complete within this period, the holding fee is retained as an administration charge and the unit goes back on the market.



4→ Once all terms are agreed, we will need to see copies of the identification set out in Section C1. The final copy of the agreement will be sent to you for your signature along with a Credit Reference form, Direct Debit Mandate and initial Payment Summary that sets out the monies to be paid on Completion.

5→ Once all the required documents and signed agreements have been received by us and the completion monies cleared (as set out in Sections C and D below), we can release the keys to you.

6→ Your Centre Manager will provide you with a welcome pack and hand you the keys, take the meter readings and explain any estate rules and regulations.

7→ Once we have completed your Agreement, you should expect to receive your completed copy and VAT Invoice within 10 working days.

The lettings process is straightforward and should take a matter of days to complete.

B → The Agreement - “Easy In/Easy Out”

Speed

We offer very simple, easy to understand occupation agreements. You can consult a solicitor, but you probably won't need to.

This simple agreement also helps to keep costs down. All we ask for is a one off Administration Fee of £150-£200 (plus VAT) that covers the preparation of the documentation and your company name on the Building Directory board.



Unlike many other property owners, we don't require bank, trade or landlord references. This allows your letting to proceed quickly.

Flexibility

Our agreements range in length from one to three years and are totally flexible. Whether you are offered a lease or a licence, we generally offer our customers the right to break **at anytime** during their agreement. Notice periods vary, but generally range from one to three months dependant on the type of agreement you have signed.

We understand that small and medium sized businesses may need to modify their space requirements during their lifetime, so we offer our customers the ability to **expand or contract** into other Workspace Group units within our portfolio, **with minimum delay.**

Payments

Rental payments are made monthly in advance by Direct Debit. Alongside the Rent the following is payable:

Service Charge → a contribution to the running and maintenance of the common parts of the Estate;

Buildings Insurance → a contribution towards the insurance taken out by the Landlord that insures the whole Estate against damage;

Security Retainer → a form of Deposit that is based on three months rent and is returned at the end of your agreement, subject to dilapidations. Where your rent is stepped, the deposit is based on the higher rent in the last year;

Business Rates → payable directly to the Local Authority. Please check with the Local Authority for the latest rates payable.

When you move in we will require payment of the Security Retainer, Buildings Insurance, Administration Fee and the balance of the first month's Rent and Service Charge.

Please note that Value Added Tax is added on all payments to Workspace Group.



C → What documents do you need to provide?

Before renting a unit, we will require the following:

1→ Proof of Identity

The agreement can either be taken under a Limited Company or an Individual. The following forms of identification are required:

Limited Company: a copy of the Certificate of Incorporation.

Individual: two pieces of identification are required (in the form of photocopies) to prove your name and address;

- An up to date duly signed passport or photographic driving licence, and
- A utility bill, income tax notification form, council tax demand or bank statement.

If none of the above is available then contact the Lettings team, so that we may consider alternatives. Unfortunately, mobile telephone bills are not acceptable.

2→ Bank/Building Society account details

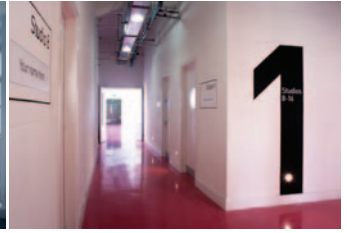
We will ask you to complete a Credit Reference with account name, number, branch sort code and address. We may have to make a search with a credit reference agency. If we do, we will keep a record of that search and may share that information with other businesses. We may also make enquiries about the principal directors with a credit reference agency.

3→ Insurance details

We will require a copy of your existing Public and Employers' Liability insurance certificate. If you are a Limited Company or employ one or more people, it is a legal requirement to have Employers' Liability Insurance and it is a condition of our Lease to have Public Liability Insurance.

Should you require insurance cover, please visit our website at workspacegroup.co.uk to find out more about the Workspace Plus insurance scheme or call FREE on 0800 163500.

It is a requirement that you hold valid insurance cover when occupying a Workspace Group unit. If you do not already have insurance cover, we strongly recommend that you arrange this at the earliest opportunity to avoid any delay in taking occupation of your unit.



D → Completion Monies

Before you can move into your unit, we will need to have cleared Completion Monies.

Different forms of payment take different periods to clear through our banking system. This can lead to delays in the completion of your agreement, so please do check beforehand if you need to complete your lease quickly. Payments can be made as follows:

Payment method	Period for monies to clear
Bankers draft	Same day
Personal/company cheque	5 working days
Bank transfer	3 working days

Further info→

If you would like any further information, please visit our website at **workspacegroup.co.uk** (click on Tenants Home - Services Centre) or call our Lettings team on **020 7247 7614**.



Welcome to our customer community
workspacegroup.co.uk/tradelink

E → Other Services

We operate a range of added value services that include:

- Workspace Plus Insurance.
- Digital services at selected sites through Centric Telecom. Three different service levels are available for Broadband Internet access over a private high resilience network at very competitive prices with service level guarantees, email, web services and computer systems and services.
- Tradelink - enabling communication, promotion and trade throughout the Workspace Group customer community - www.workspacegroup.co.uk/tradelink

tel →
020 7247 7614

email →
info@workspacegroup.co.uk

web →
workspacegroup.co.uk



Lettings Department Workspace Group plc Magenta House 85 Whitechapel Road London E1 1DU