

The Landlord Checklist

Date of request

Timeframe for consent

Existing Tenant

Premises

Permitted Business use

Any special conditions

Proposed new Tenant

Costs - Obtain undertaking from tenant that costs will be paid

Matters to consider – Current Tenant

▶ Rent up to date	<input type="checkbox"/>
▶ Outgoings paid	<input type="checkbox"/>
▶ Any existing breaches not remedied	<input type="checkbox"/>
▶ Any conditions in Lease that require checking	<input type="checkbox"/>

Matters to consider – Proposed Tenant

▶ Check business activity is within business use	<input type="checkbox"/>
▶ Guarantors required?	<input type="checkbox"/>
▶ Bank guarantee required?	<input type="checkbox"/>
▶ Approve of Deed of Assignment	<input type="checkbox"/>

List of information required to satisfy that proposed Tenant has the financial means to meet commitments to lease

▶ Experience in conducting similar businesses	<input type="checkbox"/>
▶ Business plan	<input type="checkbox"/>
▶ CV (<i>current occupation, employer</i>)	<input type="checkbox"/>
▶ Financial information to demonstrate that can meet responsibilities (<i>assets and liabilities table</i>)	<input type="checkbox"/>
▶ Details of residence (<i>rented or owned, how long in property</i>)	<input type="checkbox"/>
▶ Trade references or previous employer references	<input type="checkbox"/>
▶ Solicitor details	<input type="checkbox"/>