

Agreement

a simple guide



 **spacia**
Flexible business space

A simple guide to your agreement

As a Spacia customer, you will have signed an agreement with us before taking possession of your business unit. This document summarises the main terms of the agreement for easy reference, we will be happy to answer any questions you may have.



 **spacia**
Flexible business space

Rent

Normally you must pay your rent every three months, for the three months to come on 25 March, 24 June, 29 September and 25 December for England and Wales; 2 February, 15 May, 1 August and 11 November for Scotland. The rent does not include any other costs such as rates and services, which are also your responsibility. We will review your rent every three years, unless agreed otherwise.

Solutions agreement: If you have a solutions agreement, you will pay your rent by direct debit for the month to come on the same day every month.

Repairs and improvements

You must not make any alterations to the property without our permission beforehand. Your portfolio manager must approve any signs. (For more information on maintenance, please see our *Simple Guide to Your Maintenance Responsibilities*.)

Insurance

You must arrange insurance of the premises to include third party liability insurance. You should also arrange separate contents insurance.

Damage to property

We do not accept responsibility for any damage, loss or inconvenience caused by water, liquid, dust or dirt entering into the property.

Inspections

We will contact you before any planned inspection to discuss what may be involved.

Planning

You are responsible for getting relevant planning permission for how you use the property. You should give us a copy of the planning permission.

Subletting and transferring the property

You may not sublet or transfer all or any part of the property to anyone else.

Ending the agreement

You may only end the agreement by giving us written notice - normally six months or three months on the Solutions agreement. You must leave the property in the condition shown in your agreement. We may end the agreement for operational or redevelopment purposes by giving six months' notice.

Ending the agreement in Scotland

In Scotland, the standard yearly agreement documents generally do not give details of the procedure which you would have to follow to end your agreement. This is governed by common law. In the case of yearly agreements, you would have to give us 40 days' written notice before the end date or as described in your agreement. If you have a lease, the notice you need to give will be shown in the lease document.

We strongly recommend you read your agreement and get independent legal advice. Our agreement is a legal contract placing rights and obligations on you and it is important that you clearly understand the terms.

If you have any other questions, please call

0800 830840.

Or, visit www.spacia.co.uk.



This is a simple guide only. For the full terms of your tenancy, please read your agreement, which will take priority. If you break any of the terms of the agreement, we may take action against you, which could lead to you losing the property or facing extra costs.

You can also get simple guides in Bengali, Hindi, Greek and Turkish.

To ask for a copy, contact the customer services team on 0800 830 840 or e-mail: enquiries@spacia.co.uk.