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| **Expression of Interest Application Form (to take on a lease)**Applicant to complete any fields highlighted. |
| **Enquirer Details and Organisation/ Business Information** |
| Enquirer name | Organisation/ business name |
|   |   |
| Enquirer role in organisation/ business | Organisation/ business phone number |
|   |   |
| Enquirer phone number | Organisation/ business legal structure (Ltd, charity CIO/ CIC etc.) |
|   |   |
| Enquirer email address | Organisation/ business number (if applicable) |
|   |   |
| Organisation/ business address | Organisation/ business years in operation |
|   |   |

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| **Property Name of Interest** | **Property Address** |
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| **Summary of organisation/ business**  |
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| **Required Size/ Space (whole building or part)** | **Proposed lease term (years)**  |
|   |   |
| **Operating Days/ Hours** | **Details of any proposed sub-let / space sharing**  |
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| **Description of proposed use** |
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| **Social value impact on the community**  |  |
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| **Any other comments or questions** |
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| **Summary of lease conditions**  |
| **Item** | **Responsible Party** | **Does this apply?** | **Comments** |
| **Rent**  | Tenant | Applicable  | Per year |
| **Tenancy Length** | Set by landlord  | Applicable  | Year and months |
| **Break Clauses** | Set by landlord  | Applicable  | Years |
| **Service Charge** | Tenant | If applicable  | Per year |
| **Utilities** | Tenant | Applicable  | Monthly  |
| **Full Repairing Liability / ongoing maintenance** | Tenant | Applicable  | Ongoing (budget required) |
| **Insurance** | Tenant | Applicable | Monthly  |
| **Business Rates** | Tenant | If applicable  | Per year  |
| **Property fit out e.g. fixtures, furniture** | Tenant | Applicable  | Ongoing (budget required) |
| **Legal Fees relating to the lease preparation**  | Tenant  | Applicable  | One off |

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| **Please note - if your application is shortlisted for review examples of further information required are below:**  |
| A copy of the past three years accounts if available |
| Business plan, including evidence of funds/ income to support the lease conditions listed above |
| Details of solicitor and confirmation of appointment to conclude the lease |
| Details of governance |   |
| References and guarantors |
| Social value impact supporting information |
| Other to be confirmed. |

Thank you for applying and we look forward to considering your application.