A close-up of a logo

AI-generated content may be incorrect.

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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)** |
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| **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.