








CHECKLIST FOR NEW TENANTS

In order to rent an office you will need to be able to provide the following items:-

-  Completed licence agreement
-  Completed standing order mandate
-  Two forms of ID - Either a copy of your driving licence or passport PLUS a utility bill (not a mobile phone bill) or bank statement (from the last 3 months) with your home address on it.
-  Payment of the equivalent of 3 month's rent (2 month's deposit plus 1 month's rent in advance)

Payment can be made by:

Bank Transfer to Lloyds Bank, Space House Client account number 14627768, sort code 30-98-43, please state your office number & business name.

-  A completed and signed 'schedule of condition' form - The cost of any repairs required to subsequent damage to your unit will be taken from your deposit.

Space House Business Centres will provide...

Upon clearance of your monies and receipt of all the above items, two sets of keys which will give you access to your office. Please note that there is a £25 surcharge for any lost keys or fobs not returned at the end of the agreement.