

NZ-PRIs25

Licence to occupy part of home as office

The Licensor is: [name]

of [address]

The Licensee is: [name]

Of [address]

Date: [Date]

1. The Licensor is: [name] []
2. The Licensee is: [company] [] []
3. The subject property is: []
4. The rooms which may be used are: entrance way, kitchen, living room, lavatory, stairs and corridors, , , , .
5. Start date of License: [date]
6. Use allowed: the rooms shall be used only in connection with []
7. The license fee is: \$ [amount] per month, payable by [standing order to the account of the Licensor as []]. []
8. All of the rooms will be occupied by the licensor at all times, so that .
9. The Licensor will pay all:
 - 9.1. Council rates.
 - 9.2. Electricity, gas, and all other expenses relating .
 - 9.3. Maintenance of the property.
10. The licensee will pay for:
 - 10.1. Installation and standing charges for telecom equipment and .
 - 10.2. Any other expenses used exclusively by the licensee.

11. The Licensee must at all times maintain the state and condition of the property and the Licensee must not make
12. The licensee has neither legal interest in the property nor any right to exclusive occupation of any part and accordingly. he may not
13. This License may be terminated at
14. When this License ends the Licensee is to remove all its goods and possessions and leave
15. Licensee's promises
 - 15.1. In this paragraph, the "Inventory" means the list of items in the home offices, as set out in
 - 15.2. A promise by the Licensee not to do something also implies that the Licensee will not allow someone else to do
 - 15.2.1. Keep clean, in good repair and in accordance with the Inventory set out in the ();
 - 15.2.2. the interior of the Property (subject to the Licensor providing and maintaining);
 - 15.2.3. the carpets, curtains and all other ;
 - 15.2.4. all fixtures and fittings.
 - 15.3. Both parties agree that the Inventory accurately reflects the condition of the items in the [/ /].
 - 15.4. If any of the items are damaged beyond what is reasonable, the Licensee shall replace or repair them
 - 15.5. If damaged or in need of repair, the Licensee shall ensure the items have been

15.6. The Licensor has a period of [2 weeks] after the Licensee has vacated the home offices in which to notify the Licensee of any damage to any of the items

15.7. If during the period mentioned above, the Licensor notices an item requiring attention, he shall notify the Licensee by fax or post.

15.8. If the Licensor chooses to have the item repaired / replaced, he shall send a copy of the receipt to the Licensee within [7 days] from the

15.9. The Rent Deposit (of the same amount paid in the first instance, minus any cost for damage / repair) shall be [14]

15.10. The [Licensee / Licensor] is responsible for ensuring the accommodation is kept in a clean and liveable condition. This []
].

Signed by or for the Licensor [write name]

Signature:

Signed by or for the Licensee [write name]

Signature:

(The two signatories are likely to)

Schedule: Inventory

In this paragraph "Reasonable Wear and Tear" means the amount of damage and deterioration that a reasonably careful occupier would cause during the period of his occupation, assuming that the property was used only for the purposes described in this agreement. For the

Room / Item	Condition (1 – 10, 10)	Cleanliness/ Damage	Current cost to replace / repair (NZ\$)
Living room	9	Recently decorated, no chips in paintwork.	
Sofa	8	Small mark on left arm	600
Curtains	9	new	500
Coffee table	7	wobbly leg	200
Kitchen	8	Everything in good working condition but not new	
Waste bin	10	new	30
fridge	8	Two years old but as new	200
Washing machine	8	Two years old but as new	150
Cutlery set (6	10	new	30
Window blind	8	faded	60
Office	6	Not recently	

desk

Office chair

Waste bin

curtains

**Master
Bedroom**

King bed

carpet

curtains

Side tables (x2)

rug

Bedside lamp
(x2)

Bedroom two

Other

Explanatory notes:

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General notes:

1. The Inventory should of course be
2. The direct tax benefits relating to renting properties benefit the Landlord. Even if

Schedule

The "condition" status notes the general cleanliness of the items as well as whether there

The items on the list need to be added to.

End of notes