

ZA-PRlse23

Commercial property licence: to occupy business premises

1. The _____ s: [name] of [address]
2. The _____ [name] of [address]
3. The subject _____ all of: [description] at [address], now referred to as "the Rooms".
4. Start date of Licence: [date].
5. Use allowed: the _____ only for [use allowed].
6. The Licence _____ month, payable by standing order to the account of the _____ the Licensee from time to time.
7. The Licence fee includes:
 - 7.1. business rates;
 - 7.2. electricity, gas, and _____ ;
 - 7.3. maintenance of the Rooms.
8. The Licensor _____ of keys to the Rooms, and if the Licensee loses the _____ at his own cost.
9. The _____ , or anyone authorised by him in writing, access to the Rooms for _____ at any time.
10. The Licensee must not:
 - 10.1. make any structural alterations, _____ ;
 - 10.2. remove any _____ ;
 - 10.3. share occupation of the Rooms or attempt to assign, _____ .

Explanatory notes:

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General notes:

1. Why not a lease?

It is one would reasonably expect in an informal licence and not in a formal lease. It will therefore be a mistake to "formalise" the document further than its present form. If more control

2. Description of the Rooms

The description of the rooms is important. It must be clear and precise. Even for a licence, it may be helpful to both parties if the licensor has prepared an accurate scale plan of the rooms, from which measurements of the areas

Example description:

"The third floor Rooms numbered 3, 4 and 5 on their

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Or

"Room 24 as

"

3. Prohibitions on licensee

What licensee is not allowed to do: a lease will generally be drawn with a long list of tenant's covenants or promises to do and not to do

4. **Fee inclusive of outgoings**

It is a characteristic

When fixing the licence fee, remember to

5. **How long should the licence run?**

It is fundamental to the nature of a licence that the landlord can terminate it at any time. That is

There is no golden rule as to when a licence becomes a tenancy agreement.

Many

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End of notes