

CHECKLIST FOR NEW TENANTS

- Completed licence agreement**
- Two forms of ID - one photographic and one address**

Either a copy of your driving licence or passport PLUS a utility bill (not a mobile phone bill) or bank statement (from the last three months) **with your address on it.**

- Signed telecoms agreement**
- Payment of the equivalent of three month's gross rent (two month's deposit, subject to a minimum £1,000, plus one month's rent in advance all plus VAT)**

Payment can be made by:

- **Cheque** payable t:o '**Bruton Knowles**', **Credit Card** (incurs a 3.5% charge) OR
- **Bank Transfer** to **Bruton Knowles Client Premium Account**. Sort Code: **20-07-71**. Account number: **53461904**.

Please state your: **unit address** and **business name**.

N.B. payment by cheque may delay quick clearance of funds.

- A completed and signed 'Unit schedule of Condition and Meter Reading' form**

The cost of any repairs required to subsequent damage to your unit will be taken from your deposit.

SPACE Business Centres will provide:

Upon clearance of your monies and receipt of all the above items, **Space Business Centres** will provide you with two sets of keys and two fobs which will give you access to your unit, the facility block and out of hours access to the centre when the security barrier is down. Please note that there is a £25 surcharge for any lost keys or fobs not returned at the end of the agreement.