

END OF AGREEMENT FORM

Please pass a copy to your site manager and email a copy to: spacebccheltenham@aclloyd.com, spacebcgloucester@aclloyd.com or spacebcwarwick@aclloyd.com as appropriate.

Company Name: _____

Unit No.: _____ SBC Location: _____

Reason leaving: _____

Contact telephone number in case of any queries: _____

As occupier of the above premises, I hereby give notice that I wish to give one month's notice to vacate the unit. I confirm that on vacating the unit it will be left in the same condition that it was when the tenancy commenced (as evidenced by the photograph signed on behalf of my company). I understand that the unit will be subject to final inspection and any damage caused during my tenancy will be deducted from my original deposit.

I confirm that all electricity and telecom bills will be paid in full prior to the end of the contract and any outstanding amounts will be deducted from my original deposit.

I confirm that I will return two original sets of keys and fobs on the agreed day. Any losses, at the cost of £25 per key and fob plus the cost of changing lock will be taken out of my original deposit.

Name: _____ Final electricity meter reading: _____

Forwarding address: _____
I confirm that the company supplying power to my unit is: _____

Signature: _____
The electrical supply to the unit must be returned to the original configuration with no alterations unless there has been prior written approval from **Space Business Centres**. Any unauthorised changes will require an electrician to inspect and make good at the occupier's expense.

Heat detector changed back to smoke detector where applicable? **Yes/No**

One month's notice from date: _____ Please confirm seal not broken. **Yes/No**

Leaving date: _____
Please specify mode of refund:

Cheque: **Yes/No** Number of keys returned: _____

Bank Transfer: **Yes/No** Fob No.: _____

If bank transfer, please provide: If cheque, please provide:

Account Name: _____ Payee Name: _____

Sort Code: _____ Payee Address: _____

Account No.: _____

Signed by Site Manager:

Name: _____ Signature: _____ Date: _____

Your final account will be issued by **Bruton Knowles** within 60 days of the end of the agreement.