

From: Andrea Cheesman <Andrea.Cheesman@cookandtalbot.co.uk>
Sent: 18 July 2019 13:37
To: Lisa Jackson <Lisa.Jackson@calculusholdings.co.uk>
Subject: FW: Lease for Unit H, 34 Hart Street, Southport

Dear Lisa,

Re: Our Client Jennifer Scholes

We are instructed on behalf of the proposed tenant Jennifer Scholes, in connection with the grant of a Lease for the above premises.

Please confirm whether the landlords will be instructing solicitors in this matter and if so please provide contact details?

We have received a copy of the draft Lease which you kindly sent to our client for her consideration. Please could you provide us with the following:

1. An official copy of the freehold title register
2. Please provide a coloured Lease Plan and a full description of the extent of the demise in the Lease
3. An estimated budget of the cost of the tenants contribution towards the share of the water rates, insurance and business rates. Will this be paid by way of a service charge? How will the tenants contribution be calculated. If service charges are to be paid by way of a percentage share for each unit this should be set out in the Lease.
4. We understand there is to be a shared entrance to the unit and shared access to the car park; please define the extent of the common parts in the Lease by reference to a plan
5. Please provide a copy of the landlords current building insurance policy for the building.
6. It is the tenants intention to use the property for baby yoga classes and also to allow various Individuals and/or organisation to rent the premises on an hourly basis to run similar types of classes during the day and evening. Please could you provide the landlords formal written consent for the use of the property for this purpose. Please confirm whether and additional key/lock can be provided for other parties using the premises.
7. We understand the landlord will carry out the following works before the commencement of the Lease:

Toilets fitted
Kitchenette within the studio
Premises to be decorated in white
Lighting installed
Air conditioning installed
Communal areas decorated
Bannister fitted
Door fitted
Flooring fitted

Please confirm that a Schedule of the Works to be completed by the landlord will be attached to the Lease.

In order for the tenant to commence bookings for various classes for the next term she requires the Lease to be completed as a matter of urgency. We would therefore appreciate your earliest response.

Kind Regards
Andrea Cheesman

From: John Hayes [mailto:John.Hayes@calculusholdings.co.uk]
Sent: 24 July 2019 18:15
To: Andrea Cheesman
Subject: FW: Lease for Unit H, 34 Hart Street, Southport

Dear Andrea,

I note your interest.

I shall not be instructing solicitors unless this matter becomes overly complex. If that becomes necessary I will require the tenant to meet the associated costs.

1. I attach copy register of title.

2. To follow.

3. Please budget the following for tenant contribution ...

- a) Water rates £19.16 a month
- b) Insurance £11.62 a month
- c) Business rates £43.73 a month

4. All existing tenants pay a rateable share of these costs.

5. Attached.

6. I am happy to consent. However, I have made it quite clear to the Tenant that she will remain primarily responsible for ensuring that keys are returned promptly and the building is kept secure at all times. I have no difficulty if she wants to copy a key.

7. a) Two toilets will be fitted.

FW: Lease for Unit H, 34 Hart Street, Southport > [inbox x](#)

A Andrea Cheesman <Andrea.Cheesman@cookandtalbot.co.uk>
to me

Dear Jennifer,

Please see below email from the landlord.

In order to complete the lease we will need the following:

Landlord to send Lease Plan

Landlords formal letter of consent to the subletting

I will incorporate a schedule in the lease setting out the agreed works and the estimated service charge contributions and how these are to be paid.

Once the landlord has approved the amendments and sent the above we can arrange for you to sign the engrossment and complete the Lease.

Kind Regards

Andrea Cheesman
Solicitor
Cook & Talbot Limited

Ground Floor The Old Courthouse 2a Albert Road Southport PR9 0LE

Telephone: **DPA**
Fax:
DX: 20113 SOUTHPORT

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Liz Chestnut <liz.chestnut@cookandtalbot.co.uk>
to me

Fri, Jul 26, 2019, 1:30 PM

Dear Jennifer,

Your file has been handed to me in Andrea's absence (she is due back a week on Monday) to see if I can progress the matter. I have spoken to [John Hayes](#) and he has sent me a copy of the email in which he replied to Andrea's enquiries. I have left a short message on your mobile number.

Please see below and confirm that you are satisfied with the replies so far.

To save time, it is proposed that the exchange of emails be attached to the lease as evidence of what has been agreed outside the terms of the lease itself.

Apparently the landlord is unable to supply a plan and this will have to be sent later when it is available, but I am told you are leasing a room on the first floor with access via a common staircase, and you will have 2 parking spaces and shared toilets in a common area.

The car park is a bit rough at present but the landlord intends to have it resurfaced in due course and marked out. In my view you should expect some disruption when this work is carried out.

You will pay for your own electricity in accordance with your own meter.

Insurance, water rates and business rates will be shared pro rata (about £55 per month for all three).

I am copying this message to my colleagues Sarah Rostamlou and [John Wroblewski](#) so that they are aware of the situation.

I await your reply.

Liz Chestnut

Director

Cook & Talbot Limited

Solicitors

Ground Floor, The Old Courthouse, 2a Albert Road, Southport PR9 0LE

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