



Guide to Finding and Leasing Commercial Premises

from City Property

This booklet has been produced to give guidance on finding suitable business premises available for let from City Property. It also explains the process of making an offer and agreeing a lease.



Introduction

City Property Glasgow (Investments) LLP

City Property Glasgow (Investments) LLP is a separate LLP formed by Glasgow City Council and City Property (Glasgow) LLP. We acquired the Council's commercial property portfolio on 29 March 2010.

Our portfolio includes a range of property types, including shops, offices and industrial units located in Glasgow.

We offer a flexible leasing approach to businesses looking for commercial property to rent.

All property lettings are managed by our external property agent, Graham + Sibbald.

Establishing your needs

Drawing up a list of what you need from your premises is a good way to start your property search. The list may include;

- Location – proximity to suppliers, transport links, passing trade
- Property type – shop, office, industrial unit
- Size and layout of the premises – office accommodation, production area, number of employees
- Any special requirements - high ceilings, wide doors, floor loading for large equipment, additional electrical supply, security, heating type
- Facilities for employees and customers – toilets and kitchen facilities
- Use of the premises for your type of business – planning permission, landlord restrictions
- Access and parking space – delivery of supplies, public transport for staff

Arranging to view a property

If you would like to view any of our properties, please contact contact Graham + Sibbald on 0141 567 5396. They will arrange a convenient time for you to visit the

Costs related to renting a property

There are a number of factors to consider when assessing the costs related to leasing a property from us and some general costs related to your business. You may want to consult your business advisor or bank for advice on these matters.

Graham + Sibbald

Graham + Sibbald can provide details of all vacant properties available for let and will negotiate the terms of leases with interested parties.

Contact details:

Graham & Sibbald

18 Newton Place, Glasgow, G3 7PY

Telephone: 0141 567 5396

Email: cityproperty@g-s.co.uk

Independent Professional Advice

This booklet is for guidance only and should not be considered as a substitute for seeking independent professional advice.

Finding out what property is available

All vacant properties available to let from City Property, including shops, offices and industrial units can be found on our website: www.citypropertyglasgow.co.uk

A list of vacant properties available to let from City Property can also be obtained from Graham + Sibbald.

If you are interested in specific properties on the website or list, you can obtain a brochure by contacting Graham + Sibbald or downloading from our websites using the property search page;

www.citypropertyglasgow.co.uk

www.g-s.co.uk/Find+Property

Our properties are also advertised on the Scottish Property Network website:

www.scottishproperty.co.uk/

You can then draw up a shortlist of properties to visit, by checking potential premises against your list of essential requirements and eliminating any that are not suitable.

property between the hours of 9am and 5pm Monday to Friday. Graham + Sibbald will be happy to discuss any questions you may have following a viewing.

- Rent – payable to the landlord in advance on a regular basis. Three months rent is payable at the commencement of the lease. VAT is charged on our commercial properties. If you are not registered for VAT you will be unable to claim it back.

■ Rates - make sure you know the actual cost of the rates payable, not just the rateable value of the property.

■ Service Charge – tenants of multi-occupied premises will have to pay a variable service charge for the maintenance and servicing of the common parts associated with the building or range of properties. This charge is payable to City Property as landlord.

■ Insurance – your property is insured under a common building insurance policy and a premium will be recharged. You must arrange your own insurance for contents, public and third party liability.

■ Gas, water, electricity, telephone - these costs will vary according to your use of the premises and the time of year.

■ Statutory requirements - you will be required to ensure your premises comply with relevant legislation. You will have to arrange, at your expense, the servicing and maintenance of gas appliances, electrical installations, fire alarms and emergency lighting amongst others.

■ General repairs - normally you will be responsible under the terms of the lease for general repairs to items listed in the lease. This may include windows, doors, shutters and toilet fittings. The property will also have to be re-decorated at certain regular intervals.

■ Dilapidations - at the end of your lease you will be responsible for handing the premises back to City Property in a good state of repair. There will be costs related to this.

■ Other costs associated with your business - costs associated with your business may include your labour, plant, materials and waste disposal.

■ Legal and other professional fees - these may be payable at commencement, renewal and at the end of the lease. If you decide to rent a property from us, you may be responsible for City Property's surveyor and legal costs in connection with preparing the lease or tenancy.

Are there any grants available?

Advice on availability of grants and other assistance offered to businesses can be found on Glasgow City Council's Business Support Service website:

www.glasgow.gov.uk/businesssupport

Confirming your interest and making an offer

If you are interested in leasing any of our properties, please contact Graham + Sibbald to confirm your interest and they will advise you on how to make an offer and can discuss the lease terms available.

Offers must be made by completing an application form, which can be obtained from Graham + Sibbald. Guidance on filling out and submitting the form will also be provided.

Where a closing date for offers has been set, you will have to return the application form in a sealed envelope by the specified closing date.

The application form asks for information including:

- Your home address
- Company name and registration number

■ Existing or previous landlord details

This information will assist Graham + Sibbald in their request for a reference. References are required to confirm that you will be able to pay your rent, before the offer can be progressed.

If you are a new business, you should provide a business plan. Help in preparing this can be obtained from Business Gateway:

Telephone: 0845 609 6611

Website: www.bgateway.com

City Property is not obliged to accept the highest or indeed any offer. Offers will be assessed on a case-by-case basis and may consider items such as rental value, lease length and previous experience.

If your offer is successful

If your offer is successful, you will be required to submit supporting documents including photographic identification, proof of address and bank account statements. Graham + Sibbald will also request references as mentioned above and may also carry out further checks including credit checks if appropriate. On receipt of supporting documents and satisfactory references, Graham + Sibbald will send you Heads of Terms, on a "subject to contract" basis.

These set out the main terms of your lease/tenancy agreement, and will include the following:

■ The size/area of the land or buildings to be let.

■ The length of the lease/tenancy agreement. Most new tenants will be granted a monthly or annual lease however, longer term leases may be granted in special circumstances

■ The rent amount. This is usually quoted on an annual basis but can be paid monthly on the 28th day of each month or quarterly on the 28th February, 28th May, 28th August and 28th November each year.

■ Permitted use of the property [the 'User' Clause in the lease]. You should check that the intended use of the property is allowed under planning policy by contacting Glasgow City Council Planning [see useful contact details].

You are welcome to discuss the Heads of Terms with Graham + Sibbald, however it is advisable for you to seek independent professional advice at this point from a Solicitor and/or Chartered Surveyor.

Following agreement of the Heads of Terms, please confirm your acceptance in writing to Graham + Sibbald.

Before you move in

When the lease documents have been signed by you and a representative of City Property, and all fees due to City Property have been paid in full, you will be given the keys to the property.

Complaints

We are committed to providing a high-quality customer service. We value complaints and use this information to help improve our services. If something goes wrong, or if you are dissatisfied with our services as landlord or Graham + Sibbald as our agent, please tell us.

How to make a complaint to City Property

In writing to: City Property (Glasgow) LLP
Exchange House
229 George Street
Glasgow
G1 1QU

By e-mail: info@citypropertyglasgow.co.uk

By phone: 0141 287 6161

At this stage, neither side is "committed". The agreement remains "subject to contract" [subject to signing of the lease] and either side can, for whatever reason, withdraw from the deal.

On receipt of your written acceptance, either Graham + Sibbald or City Property's solicitors will prepare the appropriate lease documents.

You will then be asked to sign either:

1. the lease agreement effective from an agreed date, or
2. a licence to give you early occupation [followed by the lease agreement].

A booklet has also been produced to give general guidance on leasing commercial premises from City Property. It refers to a number of common features that you are likely to find in our leases and will be issued to you before you move in.

Our aim is to resolve complaints as quickly as possible. If the complaint cannot be resolved on an informal basis, then you can formalise the complaint in any of the ways listed below, and it will be considered in accordance with the relevant complaints procedure.

How to make a complaint to Graham + Sibbald

In writing to: Colin McCash
Graham + Sibbald
18 Newton Place, Glasgow,
G3 7PY

By e-mail: colin.mccash@g-s.co.uk

By phone: 0141 332 1194

Useful contact details

Glasgow City Council Planning & Building Control
Telephone: 0141 287 8555
Website: www.glasgow.gov.uk

Business Support Services
Website: www.glasgow.gov.uk/businesssupport

Business Gateway
Telephone: 0845 609 6611
Website: www.bgateway.com

Non-Domestic Rates
Telephone: 0141 287 7333
Website: www.glasgow.gov.uk/ndr

RICS (Royal Institution of Chartered Surveyors)
Website: www.rics.org/uk

