

Regeneration & Neighbourhoods

Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Tel: 01429 266522
www.hartlepool.gov.uk

Our Ref: E/118/M
Your Ref:

Contact Officer: Estates, Ext. 523282

estates@hartlepool.gov.uk



TBC
Newburn Bridge Industrial Estate
Mainsforth Terrace
Hartlepool
TS25 1TZ

To whom it may concern

Re: New Lettings at Newburn Bridge Industrial Estate, Hartlepool

Estates department should be contacted to confirm if any units are available at Newburn Bridge Industrial Estate. Before we can offer of a lease we must make you aware of the following details:

- Tenants are selected based on the proposed use of the unit and nature of the business. The prime objective of the estate is to assist new start up businesses with employment growth potential. Priority uses include manufacturing/ advanced manufacturing, however other uses, including car repairs and storage, will be considered as a lower priority. A lease will be offered subject to satisfactory reference checks. Selection of suitable tenants will be made in conjunction with the Councils Economic Development section, who will provide small business support and advice
- Any lease will be excluded from Sections 24 to 28 of the Landlord & Tenant act 1954. It will also only be offered to 1 or 2 individual people. Leases cannot be taken under a company's name
- We will only offer a 3 year lease with a tenant's option to break at any time giving 3 months notice and a landlord's option to break at any time giving 1 months notice
- A bond of £500 is required to secure a unit. This bond is returnable at the end of the lease provided that the unit is returned in a satisfactory condition
- The Council's Costs of £200 associated with setting up the lease must be paid prior to signing the lease
- Rent is due monthly in advance and must be paid by Direct Debit. This can only be collected on the 1st Day of the month. The first month's rent, Bond and Council's Costs must be paid prior to signing the lease
- The Landlord is responsible for external repairs. The tenant is responsible for internal repairs. The Council will recharge a fee for the building insurance each year and a service charge is payable for any works or maintenance to common areas of the estate. This is expected to be around £200 per annum

- Before offering a lease we need a personal reference and a bank reference to confirm that you are able to meet the financial obligations of the lease based on previous performance, you have not been in any regular difficulty in making repayments and that your general conduct has been acceptable. These references are to be obtained by the potential tenant and any fees associated with obtaining them must also be met by them. An example of what is required for these references is enclosed. Upon receipt of these the Council reserves the right to make further checks if deemed necessary
- Both parties are to sign a schedule of condition, which documents the standard of the unit at the start of the agreement. The return of the bond will be dependant on the unit being returned in a condition no worse than at the start of the lease

If you are interested in taking a lease and are able to meet these obligations please do not hesitate to contact me to arrange a viewing.

Yours sincerely

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Contact Officer: Craig Temple, Ext. 523282

02 November 2017

To whom it may concern

Re: Bank Reference for

We have received an expression of interest from an individual wanting to lease a unit at Newburn Bridge Industrial Estate. We have informed them that we need to check with yourselves whether they would be able to meet the financial commitments related to the unit before we enter into an agreement with them. Could you provide such a reference, along with any relevant comments about their account management in general for the following person(s)

Applicant Name:
Account Number:
Sort Code:
Annual Rent: £
Term: 3 Years

Should there be any charge for this reference please contact the named applicant directly who will be able to arrange payment.

If you have any questions please do not hesitate to contact me on 01429 523282 or craig.temple@hartlepool.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to be "CT".

Craig Temple
Property Information Assistant

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Contact Officer: Craig Temple, Ext. 523282

02 November 2017

To whom it may concern

Re: Personal Reference for

We have received an expression of interest from an individual wanting to lease a unit at Newburn Bridge Industrial Estate. We have informed them that we need a personal reference and they have informed us that you may be able to provide one as a previous landlord or someone who has had financial dealings with them. Could you provide such a reference, commenting on their ability to pay rent on time, meeting obligations of their previous agreements and general conduct.

If you have any questions please do not hesitate to contact me on 01429 523282 or craig.temple@hartlepool.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to be 'CT'.

Craig Temple
Property Information Assistant