

Property Management & Development

Terms and Conditions for a Monthly Letting

- **Term** One Month – continuing monthly until terminated by either party.
- **Termination** 1 calendar month written notice – which is to be served prior to the end of the previous month.
- **Rent** Payable in advance on the 1st of each month, by Direct Debit. Amount to be confirmed. VAT is payable at the standard rate if applicable.
- **Rent Review** Reviewed annually in line with RPI or the market rental. Reviews usually take place in November.
- **Rent Deposit** Minimum of 3 months' rent. Refunded at the end of the lease if the property is left clean and tidy. The Landlords opinion is final.
- **User** Classes 4, 5, and 6. (office; industrial; storage and distribution) The use for vehicle repairs or maintenance, leisure or crèche is prohibited.
- **Repairs External** The Landlord is responsible, as long as there is no misuse or neglect by the tenant
- **Repairs Internal** The Tenant is responsible for all items including power and water supplies
- **Signage** Signs maybe installed at the property. The tenant is liable for obtaining all permissions and payment of all costs.
- **Building Insurance** The Landlord insures the building and for 2 years loss of rent. The premium is included in the rent.
- **Other Insurance** The tenant is responsible for insuring the contents of the property, and for Public Liability Insurance
- **Rates** Payable by the tenant. Rateable value and rates payable to be confirmed. Small businesses may be eligible for rates relief.
- **Water Bills** Payable by the tenant
- **Electricity and Gas** Payable by the tenant
- **Access** We aim to issue lease documents within 5 working days of the receipt of a satisfactory application form
- **Lease** A copy is available on request
- **Business requirement** Copies of the last 3 years accounts or, for new businesses, a business plan is to be provided with the completed application. New businesses should have met the Council's business advisors
- **Application form**
 - Please complete the attached application and return it to:-
Property Management and Development,
West Lothian Civic Centre,
Howden South Road,
Livingston, West Lothian, EH54 6FF.

Email at: propertymanagement@westlothian.gov.uk
For the attention of :- The Property Assistants