



OFFICES TO LET

Accommodation is available within multi-occupied office buildings in Birmingham City Centre

- ❖ Flexible Terms
- ❖ Competitive Rents
- ❖ Various Sizes

Telephone: 0121 303 3935



- All units half the advertised price for the first year, if taken on a three year contract without an option to break
- All units free for the first year, if taken on a five year contract without an option to break

(Only relates to new tenants, and is for the rent element only)

ADDRESS OF PROPERTY	Area M ² / Ft ²	Rent- Annual	Service Charge (SC)- Annual	Weekly Total (Rent & SC estimated)
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17 CANNON STREET, BIRMINGHAM, B2 5EN

EPC Rating : D (full details available on request)

FIRST FLOOR

Room 15	18	192	£2,500	£901	£65
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WHAT NEXT? HOW TO OBTAIN YOUR WORK SPACE

Look at the list of **offices available** and note those of interest.

Check cost will be within your weekly budget.

You may inspect the building outside, noting which floor contains the available office and the access arrangements.

Decide which you think is possibly suitable accommodation.

Telephone the lettings surveyor to discuss suitability (particularly your proposed use) and arrange a viewing appointment. This may take a few days to arrange.

Meet the surveyor at the building; view the space and discuss the details. (Please arrive at the agreed time).

If you wish to proceed, the surveyor will ask you to sign a form authorising credit checks. (S)he will seek some additional information at this time.

The surveyor will let you have a written offer of terms and may provide a form for a bank reference.

You should complete the bank reference form and take it to your bank (you will need to pay any charge made by your bank) and they will reply direct to the Council.

You should write to Birmingham Property Services to confirm your wish to proceed on the terms contained in the offer.

When the credit checks/bank reference and your written acceptance are received the surveyor will seek authorisation for the transaction.

Upon approval the surveyor will send a draft tenancy agreement for you perusal.

When this is agreed you should telephone the surveyor to confirm you are able to proceed and agree a date for the tenancy to begin. A meeting will be arranged for the following:

- To explain the main terms of your occupation and answer outstanding questions
- Obtain tenant(s) signatures on the tenancy agreement
- Supply you with a tenant's pack with additional information
- Accept payment of the first quarter's rent
- Accept payment of the council's administration costs
- Hand you the keys to the unit
- If a lease is to be granted, the documentation for signature will be a tenancy at will, pending completion of the lease documents by your solicitor, subject to approval.

ADDITIONAL INFORMATION

Availability

Properties are immediately available by way of a new tenancy (subject to 6 months notice) or flexible lease terms to suit individual tenant's occupational requirements.

Incentives

Incentives may be available on selected properties, subject to individual discussions with the Lettings Team on 0121 303 3935.

Rent

The rental will be payable quarterly in advance on the usual quarter days by way of direct debit. The City Council also offers its tenants the ability to pay their rent on a monthly basis. At present the City Council does not elect to charge VAT on rents.

Repairs

All accommodation is let in its present condition and the occupiers will be responsible for putting and keeping the interior of the premises in good and tenable repair and condition throughout the term. All external repairs and maintenance, including maintenance of common parts, toilets, etc, are carried out by the Council as Landlord and the cost recovered from the occupier by way of a service charge.

Service Charge

A variable service charge will be levied by the Landlord to cover the costs of maintenance and supervision of common parts including toilets, external repairs and decoration, building insurance, refuse collection, provision of common lighting, heating, etc.

Rates

Interested parties are able to verify the national non-domestic rates payable with the Business Rates Section of Birmingham City Council. Telephone 0121 303 3410 / 5511.

Business Rate Relief

Some tenants may qualify for Small Business Rates Relief and from the 1 October 2010 those eligible can now save up to 100% of non-domestic rates payable on selected properties. To find out if you qualify, please enquire on 0121 303 3410 / 5511.

User

The accommodation is to be used solely for office purposes only between the hours of 8.30 and 18.00 hours Monday to Friday inclusive, and 8.30 to 13.00 hours on Saturdays. Access on Saturdays is via a coded lock.

Outgoings

Occupiers are responsible for all outgoing assessed on their accommodation.

References

Prior to completion, the City Council will carry out a standard credit check and will also require a bank reference to ensure that prospective tenants are able to meet the commitments of new tenancies.

Grants

There are a number of schemes available to assist new businesses and individuals make the most of their opportunities and it is advised that prospective tenants make their own enquiries to see whether they qualify for any assistance. For more information, please visit

www.birmingham.gov.uk/bdg www.birmingham.gov.uk/rdp

www.birmingham-chamber.com (0121 454 6171)

www.businesslink.gov.uk (0845 113 1234)

Alternatively, please contact Birmingham Enterprise on T.0121 359 2221.

Documentation

Each occupier will be required to complete appropriate legal documentation, which will contain such other clauses and conditions as are normal within Council documents of this nature. Occupiers will be responsible for the payment of the Council's costs incurred in the preparation of the documentation and where applicable any Stamp Duty payable.

Viewing

For further information or to arrange a viewing, please contact the Lettings Team on 0121 303 3935.

ADVANTAGES

Solutions to property problems
Minimal capital investment
Avoid legal problems
Easy for expansion or consolidation
Encouraging for new ventures
Easy to move out
No deposit required

Begin your business immediately
Low start up costs
Easy for new entrants into renting property
Encouraging for new business startups
Establish a track record
Minimal paperwork