



## 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

*Please note that in accordance with government guidance, all prospective viewers will be required to maintain social distancing when viewing property/units. Viewers are to bring their own personal protective equipment as they feel necessary.*



ADDRESS OF PROPERTY	Area M <sup>2</sup> / Ft <sup>2</sup>		Rent-Annual	Service Charge (SC)-Annual	Weekly Total (Rent & SC estimated)
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## GRENVILLE BUILDINGS, 12 CHERRY STREET, B2 5AR

### SECOND FLOOR

Rooms 9-15	147	1582	£13,400	£8,556	£422
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### THIRD FLOOR

Rooms 22-23	38	406	£3,250	£2,186	£105
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### FOURTH FLOOR

Rooms 24-33	164	1,763	£14,990	£9,493	£471
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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 5509 /5510 or 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 5509 /5510 or 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-chamber.com](http://www.birmingham-chamber.com) (0121 454 6171)

Business Link on Telephone 0845 600 9006

Alternatively, please contact Birmingham Enterprise on telephone 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

# Energy Performance Certificate

Non-Domestic Building



Grenville Building  
12 Cherry Street  
BIRMINGHAM  
B2 5AR

Certificate Reference Number:  
0683-3093-0782-0400-4295

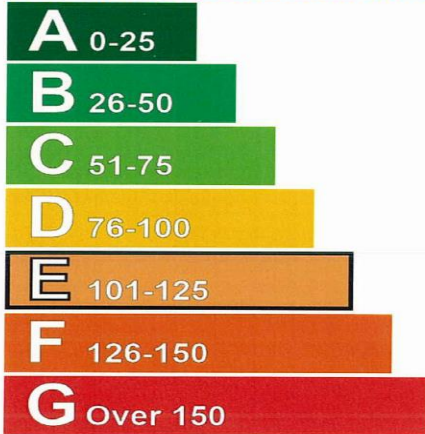
This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information on the Government's website [www.communities.gov.uk/epbd](http://www.communities.gov.uk/epbd).

## Energy Performance Asset Rating

More energy efficient



Net zero CO<sub>2</sub> emissions



◀ 114 This is how energy efficient the building is.

Less energy efficient

### Technical information

Main heating fuel: Grid Supplied Electricity  
Building environment: Heating and Natural Ventilation  
Total useful floor area (m<sup>2</sup>): 1416  
Building complexity (NOS level): 4

### Benchmarks

Buildings similar to this one could have ratings as follows:

38 If newly built

58 If typical of the existing stock