



Frequently Asked Questions

- I wish to end my agreement, what should I do?
You need to give one month's notice in order to vacate your business unit. Please complete the 'End of agreement form' on page two of this document and send to Stiles Harold Williams at the address detailed on the form. You must also scan the completed form and email to SHW at the email address on the form.

- I have lost my keys/entry fobs, what should I do?
You should report any loss of keys or fobs to your site manager who will organise a replacement for you. Please be aware that any losses will be charged at £25 per key and fob and new keys/fobs will only be given out once payment has been completed.

- I have problems with my telephone and/or internet access, who should I contact?
All telecoms and internet to Space Business Centres are provided and managed by Centrix who can be contacted on 08444 129029 or email spacecomms@centrix-uk.com

- I have lost power to my unit, who do I contact?
Power is supplied to all Space Business Centres by E.ON Energy. If you have any queries, please call 0845 055 0065

- There is a problem in the facility block, who do I call?
Please contact Julie Constance at Stiles Harold Williams on 01293 441322 or email jconstance@shw.co.uk.



End of agreement form

To: Julie Constance, Stiles Harold Williams, Sterling House, High Street, Crawley, West Sussex RH10 1GE email: jconstance@shw.co.uk

Company name:	
Unit number:	Space Business Centre location:
Reason for leaving:	
Please provide a contact telephone number in case of any queries:	

As occupier of the above premises, I hereby give notice that I wish to give one month's notice to vacate the unit. I confirm that on vacating the unit it will be left in the same condition that it was when the tenancy commenced (as evidenced by the photograph signed on behalf of my company). I understand that the unit will be subject to final inspection and any damage caused during my tenancy will be deducted from my original deposit.

I confirm that all electricity and telecom bills will be paid in full prior to the end of the contract and any outstanding amounts will be deducted from my original deposit.

I confirm that I will return two sets of keys and two fobs on the agreed day of departure. Any losses, at the equivalent of £25 per key and fob, will be taken out of my original deposit.

Name:	Electricity meter reading: I confirm that I have not changed power supply company during my occupation Yes / No* *Please delete as appropriate
Signature:	Fob numbers:
I am giving 1 months' notice from: Date: My leaving date is:	Number of keys returned:
Address to which deposit should be returned to:	

Where appropriate, please take this as one months' notice to cease the use of the telecoms service. All equipment must be returned prior to the final day of the licence otherwise this will slow down the return of the deposit and monies may be deducted for loss of equipment.

This form must be emailed to spacecomms@centrix-uk.com on the day of the notice.

Your final account will be issued by Stiles Harold Williams within 28 days of the end of the end of the agreement. If the power supply company has been changed without permission, there will be a considerable delay in the return of the deposit whilst the supply is reverted to Eon.