



# Checklist for new tenants

In order to rent a Space Business Centre unit you will need to be able to provide the following items...

**Completed licence agreement**

**Completed direct debit mandate**

**Two forms of ID**

*Either a copy of your driving licence or passport PLUS a utility bill (not a mobile phone bill) or bank statement (from the last 3 months) with your address on it.*

**Signed telecoms agreement**

**Payment of the equivalent of 3 month's rent (2 month's deposit, subject to a minimum £1,000, plus 1 month's rent in advance)**

*Payment can be made by:*

*Cheque payable to 'Stiles Harold Williams', Credit Card (incurs a 3.5% charge) or Bank Transfer to Lloyds TSB, account number 00-47-73-04, sort code 30-91-25, please state your unit address & business name.*

*NB payment by cheque may delay quick clearance of funds.*

**A completed and signed 'Unit schedule of condition and meter reading' form**

*The cost of any repairs required to subsequent damage to your unit will be taken from your deposit.*

## ***Space Business Centres will provide...***

Upon clearance of your monies and receipt of all the above items, Space Business Centres will provide you with two sets of keys and two fobs which will give you access to your unit, the facility block and out of hours access to the centre when the security barrier is down. Please note that there is a £25 surcharge for any lost keys or fobs not returned at the end of the agreement.