

# Leasing guide

A guide to your leasing journey with Mileway

**Mileway**

Logistics real estate urbanised





## Quick introduction

Congratulations on taking your first steps towards leasing with Mileway! As with any journey, it's important to understand what to expect.

This guide contains useful information to help you navigate the process of commercial leasing from finding your ideal space, through to moving in.





## Step-by-step

- A** Find the right space
- B** Get in touch with the Mileway team
- C** Arrange viewing
- D** Agree terms and move in





## Lease checklist

For your lease to be strategically and commercially successful, it's important to consider the following:

- **Size** - How much space do you need today and tomorrow? Add room to align with planned growth.
- **Location** - Do you need to be near a central hub or motorway? Finding the right location is key to any property search.
- **Duration** - How long do you want to rent for?
- **Space** - What does your business need? Loading doors for delivery? Dedicated office space? Consider the functions of your business and find a space that works for you.
- **Time** - How quickly do you need to be in?



## Financial planning

When renting a commercial property, there are several factors to budget for that include:

<b>Rent</b>	The monthly or annual cost of leasing a property.
<b>Deposit</b>	An upfront cost required by the landlord.
<b>Business rates</b>	Business rates are liable to all commercial lease holders however, in different parts of the UK there are business rates relief schemes available depending on the rateable value, which you may be eligible for.
<b>Service / maintenance charges</b>	An annual charge by the landlord for upkeep of the communal area of an estate.
<b>Dilapidations</b>	This covers any repairs needed at the end of a tenancy.
<b>Legal Fees</b>	All parties will be responsible for their own legal costs incurred in the transaction.
<b>Insurance • Repairs and maintenance • Utilities • VAT</b>	





## The leasing process

- Agreeing on the terms.
- Some leases qualify for handling in-house, reducing the time and cost of putting a lease in place.
- Complete ‘know your customer checks’.
  - The customer checks will vary depending on the lease. They will likely include proof of identity and address.
- Many documents can now be signed online, bringing your move-in date forward.





## Space that grows with you

We understand that businesses change and grow within a lease period. We'll help you scale your business and support your expansion into a new space from our extensive portfolio.



## Putting your lease in place

Mileway offers one of the most diverse commercial property portfolios in the UK. As Europe's leader in strategic logistics property, we offer more than 6,500 units across the UK.

In addition to great choice, we also pride ourselves on delivering the best in terms of service and flexibility. Having a large network enables our customers to grow with confidence and provides more options to expand to larger properties with ease.

Essentially, we are here to help. If you would like to talk to one of our local experts or to enquire about availability, please contact us via the enquiry form on the website or contact details below.

**Speak to us about the available units in your area**

[See available units](#)

[01925 568 415](tel:01925568415)



# Mileway

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