

Leasing guide

A guide to your leasing journey with Mileway







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



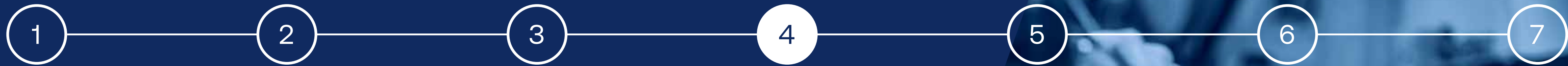


Lease checklist

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?

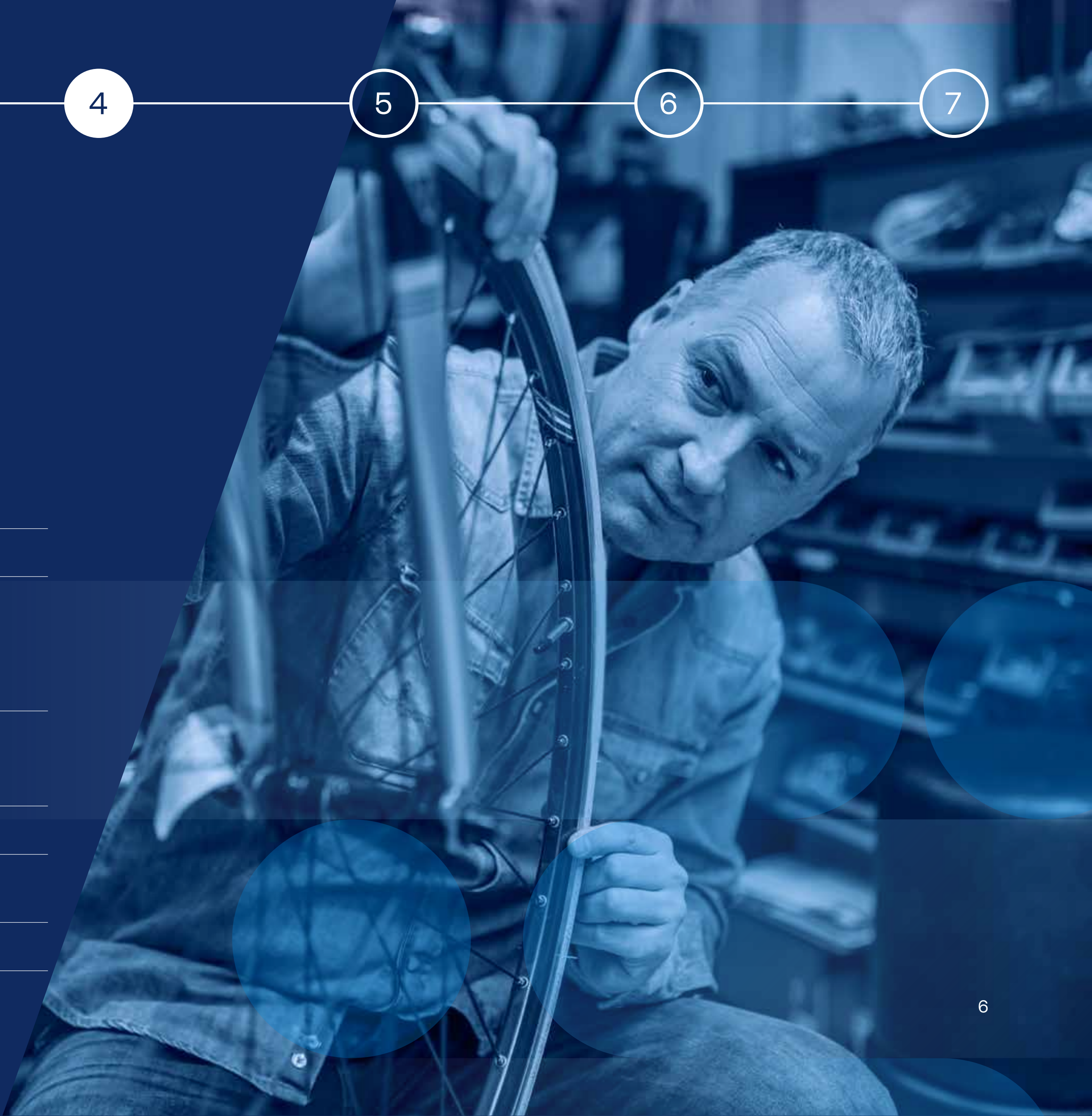




Financial planning

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

Rent	The monthly or annual cost of leasing a property.
Deposit	An upfront cost required by the landlord.
Business rates	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.
Service / maintenance charges	An annual charge by the landlord for upkeep of the communal area of an estate.
Dilapidations	This covers any repairs needed at the end of a tenancy.
Legal Fees	All parties will be responsible for their own legal costs incurred in the transaction.
Insurance • Repairs and maintenance • Utilities • VAT	

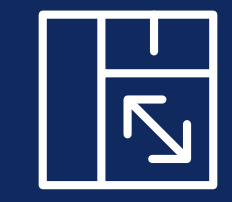




The leasing process

- 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](#)

[012 1221 2306](tel:01212212306)





*This leasing guide (the **Leasing Guide**) is provided on a confidential basis for informational purposes only and is not, and may not be relied on in any manner as legal, tax, investment, accounting or other advice or as an offer or invitation to lease a property or otherwise enter into any other transaction, agreement or arrangement, nor shall it or the fact of its distribution form the basis of, or be relied on in connection with, any lease or other contract or any commercial or investment decision. If such offer is made, it will only be made by means of a heads of terms (the **Heads of Terms**) and/or a lease agreement (the Lease), which would contain material information not contained in the Leasing Guide and which would supersede and qualify in its entirety the information set forth in the Leasing Guide. None of Mileway nor any of its respective affiliates makes any representation or warranty, express or implied, as to the accuracy or completeness of the information contained in the Leasing Guide and nothing contained herein should be relied upon as a promise or representation of any kind.*