

Albany Serviced Offices Ltd

1/7/2017

Offices Availability

Manager Ron Davies ph 09-4152277 fax 09-4152278 021-777082
www:albanservicedoffices.co.nz

Offices	Location	Persons	Size Sqm	Rental PW Ex Gst	Per Mth Ex Gst	Per Mth Inc Gst	Availability From
FIRST FLOOR							
Office 1	External	1-2	11	200	\$953	\$1,095.95	Now
Office 4	External	1-2	8	165	\$715	\$822.25	Now
Office 7	Internal	1-3	11	175	\$758	\$872.08	Now

Furniture Packages

Furniture included as in room . Some flexibility if changes are required.

Telephone

fees are Extra

Telephone , with individual personal numbers
No answering service.
Telephone basic rental 50 pm ex gst
Internet option - Broadband UFB 65 pm ex gst
Tolls and call fees are extra
Any Technician fees for extra services passed on to tenant

Licence includes

Office Licence, Outgoings, Rates, Power, Body Corp fees, tea and coffee
Cleaning common areas , vacume cleaner use
Furniture As in office
One Car Park per office Extras subject to availability and extra fees.

Licence excludes

Meeting room fees extra
Telephone & Internet see above

Location

Unit L , Building 3 , 100 Bush Road

Lease terms

Min 2 months
Bond \$200
Miniumum Notice period per Licence Agreement

Security

Individual unit and office keys
7 day 24 hour access

Albany Serviced Offices Ltd

Outline of Terms in Licence to Occupy Agreement

- 1 Licence fee paid on First day of Month
- 2 Bond \$200, To be paid at commencement of Lease . Repayable if no damage etc
- 3 Licence fees fixed for term agreed then subject to review if required . Minimum period is 2 months..
- 4 Use Premises only as permitted by the Auckland Council City bylaws .
- 5 To maintain a legitimate and legal business . To be a type of business to fit in with ASO Ltd requirements .
Licensor to have right to refuse tenancy to any business for any reason.
- 6 Licensee not to disturb , make excessive noise or nuisance for adjoining offices .
- 7 Licensee to repair or make good any damage by Staff or Customers in Business Park.
- 8 No animals, pets etc in premises
- 9 Use designated car parks only
- 10 Keep office and premises secure and locked if after hours
- 11 Be responsible to turn off power , AC and lock doors if last one left or after hours .
- 12 Use of kitchen communal , but clean up and Wash dishes immediately after own use
- 13 Tidy , reasonable dress , muddy boots to be left at front door
- 14 Provide Guarantor if required
- 15 Tenants Office equipment to be at Tenants own risk and Insurance cover .
- 16 No smoking in Building . Use outside designated area and container for cigarette butts.
- 17 Notice period per agreed term of licence
- 18 Application and reference check if required.
- 19 Licencer to Occupy agreement to be signed by both parties .

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Pre Licence Agreement

Manager Ron Davies ph 09-4152277 fax 09-4152278 021-777082

GST No 64549731

Date

Occupants Name

Address

Phone Nos

Manager

Weekly ex gst

Monthly Ex Gst

Furniture

Car Park

Telephone

Other

GST

Total per month

Payable monthly first of month

To account Albany Serviced Offices Ltd

Bond

Notice Period

2 month

Permitted Use

Office Use only

Telephone System Requirements

Separate No

Internet

Fax No

Other

Mail Box Use Required

In accordance with Licence to Occupancy Agreement see schedule

Signed Licensee , Tenant

Signed Licensor ,Albany Serviced Offices Ltd

Date
