

# Albany Serviced Offices Ltd

01/01/2019

## 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
<b>FIRST FLOOR</b>							
Office 4	External	1-2	7	170	\$737	\$847.17	Now
Office 7	Internal	1-3	12	185	\$802	\$921.92	Now
Office 6	External	1-4	16	220	\$953	\$1,096.33	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 60 pm ex gst

Internet option - Broadband UFB 70 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

### 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 3 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 .

**Albany Serviced Offices Ltd  
Pre Licence Agreement**

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

**GST No** 64549731

**Date**

**Occupants Name**

Address

Phone Nos

Manager

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Weekly ex gst  
Monthly Ex Gst  
Furniture  
Car Park  
Telephone  
Other  
GST  
Total per month

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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

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**Mail Box Use Required**

In accordance with Licence to Occupancy Agreement see schedule

Signed Licensee , Tenant

Signed Licensor ,Albany Serviced Offices Ltd

Date

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