

Ben Green
Senior Development Manager
Rockwell
23 King Street
London SW1Y 6QY

20th February 2018

Dear Ben

VIP INDUSTRIAL ESTATE RELATION SERVICE
Our Reference: RC/ch/Reports

Further to our recent discussions I am writing to confirm that subject to receipt of your planning permission and signed S.106, Glenny would be willing to provide the following Relocation Strategy to existing tenants on the estate.

I set out below the Relocation Strategy we would recommend:

- i. Provide a bespoke relocation page on the development website connecting to active commercial agents in the immediate areas to ease registering their requirements and also provide links to all commercial property websites.
- ii. Provide a Guide to registering.
- iii. Set up an email mailing to all tenants advising of suitable units we become aware of them from our own instructions and those from other agents.
- iv. Provide a page providing advice on negotiating terms and general guidance.
- v. Offer agreed flexible rolling tenancies to tenants to allow them to vacate once they have secured new premises to facilitate easy relocation as opportunities arise.
- vi. Once the planning application has been approved with a signed S.106, we can identify any opportunities to relocate tenants from early Phases of the Development into vacant units in later Phases, if this strategy is suitable and fits into the construction programme
- vii. Offer professional advice contributions for tenants i.e. Rockwell will offer the services of Glenny LLP to advise and assist tenants in negotiating terms on new premises and contribute 10% of the annual rent of any relocation premises up to a maximum of £1,500 plus VAT for use of these services upon completion.
- viii. Provide details of reputable local solicitors and contacts.
- ix. Provide a short presentation to tenants to go through the guidance advice content handing out the info that will then go on to the website.

Fees:

We would provide the text for the setup of the guidance pages on your website and links in a day or so, plus liaison with tenants regardless of whether they use our services.

As such we would seek an initial fee of £2,000 plus VAT and then a retainer of £2,000 quarterly in arrears for a period of 12 months £10,000 in total plus VAT.

I would be happy to offset 50% of these fees against fees then paid through the relocation fees paid for assisting tenants.

I hope that this meets with your approval and look forward to hearing from you in due course once the planning has been secured.

We are in the meantime in contact with almost all of the tenants providing them with information of suitable relocation options we are instructed upon.

Yours sincerely



Richard Seton-Clements | Divisional Partner
Business Space Agency
For and on behalf of Glenny LLP