**Complete the form below.**

**Write NO MORE THAN TWO WORDS AND/OR A NUMBER for each answer.**

REQUEST FOR COMMERCIAL LEASE

Name: Mr. R. Rich

Company: ICT Industries

Preferred location: \_\_\_1\_\_\_

Near: \_\_\_2\_\_\_

Size: \_\_\_3\_\_\_

Number of staff: \_\_\_4\_\_\_

Special needs: \_\_\_5\_\_\_ access

parking for mobility scooter

Moving date: during month of \_\_\_6\_\_\_

**Complete the notes below.**

**Write ONE WORD AND/OR A NUMBER for each answer.**

Requirements:

- Good lift access

- Large lobby

- Removal of some \_\_\_7\_\_\_

- \_\_\_8\_\_\_ too small—make bigger

- Change office near entry to storeroom

- New:

+ paintwork

+ lights

+ blinds

+ \_\_\_9\_\_\_

- Minimum length of lease \_\_\_10\_\_\_ (with right of renewal)