

# OFFICES TO LET.

## Vacancy Schedule Libri Business Centre, c/o Victoria Street & Libri Lane, Somerset West. CBD.



Vacancy Schedule as at 1 OCTOBER 2018

Go to our website [www.grovegroup.co](http://www.grovegroup.co) for a virtual tour of our offices.

| Floor | Unit | Description                                     | Balcony m <sup>2</sup> | Gross Lettable Area m <sup>2</sup> | Occupation From | Annual Esc. % | Rental per m <sup>2</sup> | Monthly Rental | Number of parking bays | Rent of parking bay | Light box on request R 400 | Rental before operational cost | Operational cost at % share | Operational cost ON DEMAND based on ye2018 avg | Rental plus operational cost excl. | Total rental plus operating cost incl. Vat |
|-------|------|---|------------------------|------------------------------------|-----------------|---------------|---------------------------|----------------|------------------------|---------------------|----------------------------|--------------------------------|-----------------------------|--|------------------------------------|--|
| 1     | 102  | an air conditioner & documentroom 4 shelf units | 11                     | 72                                 | AVAILABLE       | 8.0%          | 80.00                     | 5 760.00       | 1                      | 250.00              | 0.00                       | 6 010.00                       | 3.7%                        | R 1 080.00                                     | 7 090.00                           | 8 153.50                                   |
| 1     | 103  | 4 shelf units and 2 desks for hire              | 19                     | 71                                 | AVAILABLE       | 8.0%          | 75.00                     | 5 325.00       | 1                      | 250.00              | 0.00                       | 5 575.00                       | 3.7%                        | R 1 065.00                                     | 6 640.00                           | 7 636.00                                   |
| 1     | 105  |   | 8                      | 63                                 | AVAILABLE       | 8.0%          | 75.00                     | 4 725.00       | 1                      | 250.00              | 0.00                       | 4 975.00                       | 3.3%                        | R 945.00                                       | 5 920.00                           | 6 808.00                                   |
| 1     | 106  | This unit has 3 air conditioners.               | 1                      | 85                                 | AVAILABLE       | 8.0%          | 80.00                     | 6 800.00       | 1                      | 250.00              | 0.00                       | 7 050.00                       | 4.4%                        | R 1 275.00                                     | 8 325.00                           | 9 573.75                                   |
| 2     | 202  |   | 6                      | 86                                 | AVAILABLE       | 8.0%          | 75.00                     | 6 450.00       | 1                      | 250.00              | 0.00                       | 6 700.00                       | 4.5%                        | R 1 290.00                                     | 7 990.00                           | 9 188.50                                   |
| 2     | 203  |   | 14                     | 84                                 | AVAILABLE       | 8.0%          | 75.00                     | 6 300.00       | 1                      | 250.00              | 0.00                       | 6 550.00                       | 4.4%                        | R 1 260.00                                     | 7 810.00                           | 8 981.50                                   |
| 2     | 204  |   | 6                      | 56                                 | AVAILABLE       | 8.0%          | 75.00                     | 4 200.00       | 1                      | 250.00              | 0.00                       | 4 450.00                       | 2.9%                        | R 840.00                                       | 5 290.00                           | 6 083.50                                   |

### LANDLORD RESPONSIBLE FOR:

COCT Rates and taxes (excluding SWCID tax)

### TENANT RESPONSIBLE FOR: (TERMS AND CONDITIONS)

Minimum rental period of 2 years with 8% escalation year on year.

Deposit is calculated as follow:

2 last months rental of lease plus vat amount.

Tenant will be billed for the cost to draft a lease at R800 plus vat being R912.

Tenant to insure windows and own goods in the unit.

Tenant must supply proof of insurance to landlord.

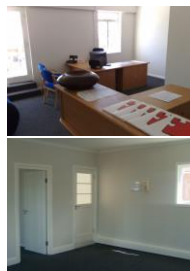
Tenant to install an alarm before moving in.

Tenant to insure own windows.add to your existing insurance.

Tenant to insure own goods in office.

Tenant responsible for own installation costs and shopfittings & removal of rubble with installation or any other refuge not accepted by COCT.

Tenant to install own venetian blinds & extra security bars.



Please note according to length of lease:

1 and 2 year lease - no installation allowance

3 year lease - installation allowance equal to 1 months rental.

5 year lease - installation allowance equal to 2 months rental.

Tenant to pay for Special Rate Area Taxes during following period: 1-7-2015 to 30-6-2020. Tenant

Tenant to pay all operational costs for all services pertaining to run and maintain the building.

Operational cost is calculated per sqm occupied.

Do note days on account may fluctuate from COCT.

Therefore a flat rate will be charged as illustrated above and balancing amount calculated and charged from time to time. In the operational cost is included payment for the COCT refuge removal, water & sewerage.

Other operational costs are: servicing of the electronic gate and frontdoor, cleaning service for communal areas, repairs and maintenance of the building, staff costs to maintain the building, building management, all admin costs, building insurance, security and admin expenses as marketing the building.

As soon as a lease is signed the tenant can apply for a telephone line by presenting the lease to Telkom as proof of right to install.

Monthly rental payment will be in advance and required to be set by a debit order.

**Rental office: Dominique Smith**  
Call Dominique to arrange to view.  
Monday to Friday 8am to 5 pm  
Office: 021 976 4336  
Email: [grovegroupadmin@gmail.com](mailto:grovegroupadmin@gmail.com)

**Rental Agent: Magel Grové**  
Office:021 976 4336  
mobile: 083 261 9404  
[magel@grovegroup.co.za](mailto:magel@grovegroup.co.za)  
[www.grovegroup.co.za](http://www.grovegroup.co.za)

### Building operational cost as at YE2018 AVG :

R 28 867.50 per month for building

Operational cost to be calculated and billed per month and may fluctuate.

1 924.5 building sqm

a flat rate as above will be billed and a balancing bill will be supplied from time to time.

R 15.00 per sqm

Operational cost is all services and maintenance pertaining running of the building.

This does not include servicing of your air-conditioner that will be serviced once a year and billed privately to you.

### GENERAL INFO

All amounts exclude VAT where applicable

All offices are issued with a set of keys.

All offices are issued with 1 disks to the electronic frontdoor for entrance security.

All offices are issued with fire fight equipment.

All offices are issued with a prepaid meter for electricity.

All offices have 1 parking bay per office and is compulsory. Tennant issued with 1 gate controle.

All offices may at own cost erect an advertising board above their outside door on the balcony on the outside of the building 1.25 x 2.5 meter and on their front door glass.

This advertising space is included in your rental.

If a light box is rented the set-up is for the cost of the tenant.This is an optional extra offered.

If a lightbox is additionally needed rental is R400 ecl vat.

All cost pertaining design on the board is for the tenant aswell as removal after the lease has expired.

All tenants and their customers use communal toilets and kitchenette supplied on floor 1 and floor

2. Operational Costs of complete floor: If tenant rents a complete floor they will have to arrange

their own cleaner for their floor toilets and passages and offices.

Service of air conditioners will be billed per unit as the service is supplied once per year.

### BILL BOARD SPACE FOR HIRE.

Bill Board space for Advertising 3x6 m<sup>2</sup> on side office 204 on the 2nd floor visible from the mountainside. R4000 per month excl. vat. Bill Board space for Advertising up right 2.5high x1.25m<sup>2</sup>wide on wall between shop 1 and 3 in Libri Lane . 10 spaces available at each R500 per month excl vat. Cost to erect the Bill Board is paid by the tenant.Prices available from printers.



SIGNATURE OF TENANT:

If you decide to fill in an application form please add a signed copy of this page as it contains the terms and conditions applicable.

