FOR AND ON BEHALF OF CRAWLEY BOROUGH COUNCIL
"BEST AND FINAL OFFER" TENDER FORM

LEASE OF: West Green Community Hall, Town Barn Road, Crawley RH11 7XG

To: Graves Jenkins
5 Gleneagles Court
Brighton Road
Crawley
West Sussex RH10 6AD

For the attention of David Bessant
bessant@graves-jenkins.com

I/We (Name) ……

Of (Address) ……..

……..……

Email:……..…….……..……..**Tele No:**……..……

In accordance with the particulars and conditions supplied **I/WE HEREBY SUBMIT THE FOLLOWING "FINAL OFFER"** of rent per annum exclusive for the first five years of a new full repairing and insuring lease:-

Total rent offered per annum exclusive: **£_____**

Length of term: **_____(years)**

The premises will be used as ……..

……..

Any other conditions of offer ……..

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Brief detail of trading history/current circumstances/relevant history……..……

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Sources of finance for the transaction/business (e.g. bank loan, existing cash assets… etc)

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I/We acknowledge that the Council does not bind itself to accept the highest or any offer.

This form constitutes an offer to the Council and is not legally binding on either party. The Council shall not be liable for any costs incurred by the applicant prior to legal completion of any contract/lease even in the event that the Council withdraws from the transaction.

I/We acknowledge acceptance of the above terms and give my/our consent for the Council to apply for all references and relevant credit searches having read and signed the attached form. (Copies of the attached form must be completed by each party to the Tender for it to be accepted as valid).

Full Name ……

Signed …… ***Dated***……

This form and the credit search Agreement are to be returned to Graves Jenkins in a sealed envelope or Tenders received by email (bessant@graves-jenkins.com) will be accepted, to arrive no later than noon on Wednesday 1 April 2026

PLEASE READ CAREFULLY

Crawley Borough Council may make searches about you at credit reference agencies who will supply them with information, including information from the Electoral register, for the purpose of verifying your identity. The agencies will record details of the search whether or not this application proceeds. The searches will not be seen or used by lenders to assess your ability to obtain credit.

Crawley Borough Council may use scoring methods to assess this application to verify your identity. Credit searches and other information which is provided to Crawley Borough Council and/or the credit reference agencies, about you and those with whom you are linked financially, may be used by Crawley Borough Council and other companies if you, or other members of your household apply for other facilities including insurance applications and claims. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your account. Alternatively, Crawley Borough Council may ask you to provide physical forms of identification.

I confirm that this letter confirms my consent to Crawley Borough Council making the relevant credit reference searches outlined.

Signed…… Dated……..

Full Name (print)……

Date of Birth…….

Home address

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Email: ……