

ASSIGNMENT OF LEASE FORM

Commercial space details

Address	
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Current tenant information

Company name KVK			
Registered adress KVK			
KvK-number			
VAT-number			
<i>If applicable</i>	Partner 1	Partner 2	Partner 3
Name director initials + surname			
Address			
Postal code/city			
Date of birth			
Place of birth			
Telephone number			
E-mail			
Signature and date			

To be filled in by the current tenant: Why do you want to sell/transfer your current business?

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Prospective tenant information

Company name KVK			
Registered address KVK			
KvK-number			
VAT-number			
<i>If applicable</i>	Partner 1	Partner 2	Partner 3
Name director initials + surname			
Address			
Postal code/City			
Date of birth			
Place of birth			
Telephone number			
E-mail			
Signature and date			

To be filled in by the prospective tenant: How do you intend to use the space?

Required Documents

Along with this form, you are required to submit the following documents from the prospective tenant:

- Statement from the Kamer van Koophandel (Chamber of Commerce) not older than 3 months;
- Copy of a valid passport or identity card for each partner;
- BKR (Credit Registration Office) statement, obtainable at www.bkr.nl;
- Letter of intent for the acquisition of the business;
- Profit and loss statement and, in the case of a sole proprietorship or partnership (VOF), also the income tax and turnover tax returns for the past 3 years. If the prospective tenant is a startup, please provide the business plan;
- **For a hospitality establishment:** A certificate of good conduct. You can obtain this from the Civil Affairs department of your municipality.

Please submit this form, **along with the required documents**, via email to: bog@aham.nl.

EXPLANATION OF THE ASSIGNMENT OF LEASE FORM

When can you use an assignment of lease/suggest a prospective tenant?

1. You want to transfer your business and your lease agreement.
2. You have no outstanding payments with AHAM Real Estate.
3. You have paid the administration fees for the assignment of lease.
 - a. a. Legal form change / partner change: €300.00 excluding VAT
 - b. b. Regular assignment of lease: €600.00 excluding VAT

Note: Your request will only be processed after payment of the administration fees."

How does an assignment of lease work?

- You, together with the prospective tenant, fill out the assignment of lease form. Both parties must sign this form.
- You specify the purpose for which the prospective tenant intends to use the space, for example, as a clothing store.
- Ensure that you have gathered all necessary documents before submitting the assignment of lease request to AHAM Real Estate.
- AHAM Real Estate reviews the form and documents provided by you.
- AHAM Real Estate assesses whether the new use complies with the terms of the lease agreement.
- AHAM Real Estate evaluates whether the rent for the property is still market-appropriate. This is not the same as an annually indexed rent. The rent may be adjusted if necessary.
- AHAM Real Estate assesses whether a new lease agreement with the new tenant is necessary. This is, for example, if the current contract is older than 10 years or if the use of the property changes.
- AHAM Real Estate conducts an introductory meeting with the prospective tenant.
- AHAM Real Estate informs you whether they approve the assignment of lease.
- If the assignment of lease is approved, an appointment is scheduled with you and the new tenant. The new lease agreement or the addendum (if it is an addition to the existing lease agreement) is signed by the new tenant, and the departing tenant signs an addendum to relinquish the lease agreement.
- Before signing the lease agreement and/or addendum, the new tenant makes the following payments:
 1. The first month's rent (possibly adjusted rent) including any service charges;
 2. Security deposit/bank guarantee of 3 times the (possibly adjusted) gross monthly rent.

Once AHAM Real Estate has received the full payment and the departing tenant has signed to relinquish the lease agreement, the lease agreement is transferred to the new tenant as of the 1st day of the following month.

Important Information in Advance:

- As long as AHAM Real Estate has not yet approved the assignment of lease, it is crucial that you do not enter into any mutual obligations. The takeover can be rejected by AHAM Real Estate.
- The current tenant remains liable for the leased property, rent payments, and any other agreements included in your lease agreement.
- Please be aware that the entire process may take a minimum of one month.
- Communication regarding the assignment of lease will take place between AHAM Real Estate and the current tenant.
- If you have any questions, you can contact AHAM Real Estate during office hours at the following phone number: 020 - 624 61 01

Kind regards,

Commercial Department
AHAM Vastgoed