

OFFICE LEASING POLICY

INTRODUCTION

Grosvenor recognises that the accommodation needs of office occupiers may change in today's highly competitive business environment. Occupiers require greater flexibility in the leasing of property.

This office leasing policy applies to all new office tenancies in Grosvenor's London investment portfolio. It delivers a flexible approach to the letting of office space with lease terms tailored to individual tenant needs: a key element is choice.

In applying this policy we will work closely to The Code for Leasing Business Premises in England and Wales 2007. However, full alignment is not possible due to the historic foundation of the estate and broader estate management considerations.

Our objective is to work in partnership with occupiers to deliver products and services which match their requirements. Where properties are held in joint venture we will encourage our partners to adopt our policy and code.

GROSVENOR CODE

- We will offer choice in the length and rent provisions of new leases, subject to a normal maximum term of 15 years and a minimum rent throughout the lease at the initial rent level. We will offer alternative lengths priced on request.
- Tenant break clauses are available and will be priced upon request.
- A model Heads of Terms will be provided, setting out a detailed list of the main points that will be included in our commercial leases.
- Where property is required for development and we cannot offer a renewal we will try to find alternative space within our portfolio.
- We will use plain English legal documents where possible. For short leases (5 years or less) of part of a building we will use a document based on the British Property Federation short-term lease.
- Our objective is to present all our service charge accounts and invoices clearly and promptly.
- We aim to meet our occupiers approximately one year before the expiry of their lease (and three months prior to conventional rent reviews) to discuss the process and to advise whether the negotiations will be handled by our own staff or by a consultant surveyor acting on our behalf.
- Grosvenor promotes the British Property Federation's Code for Leasing Business Premises and information can be found at www.lettingbusinesspremises.co.uk
- We value our relationships with our occupiers and welcome regular feedback. We will provide a named person as a regular contact at Grosvenor.
- If we employ a managing agent we will provide occupiers with full details of the role to be carried out by the agents.
- This policy is at present intended to operate from 1 January 2008 to 31 May 2010, but may be subject to review during this period.

For more information and specific advice in connection with your existing lease, please contact your Grosvenor Office Contact.