

WBL Logbook Sheet Template

e.g. 1.1(1), 1.2(2), 1.2(1) 1.2(2) etc.	Page numbers from portfolio
2.1(2)	
Evidence provided and date of evidence	
e.g. Letter to client dated 01.01.2020 Telephone attendance note dated 01.01.2020	
Email to the client dated 07.06.2021	
Explain how the example meets the learning Outcome and how the evidence shows this	
<p>Method of communication used:</p> <p>An email to the client.</p> <p>Why was this the most effective method of communication:</p> <p>My client's break date was looming and they wanted to secure a variation of the lease to allow for a rent free period ahead of that date, or else they would serve notice. Timing was very tight and we needed to push for the variation to happen as quickly as possible or else run the risk of missing the break date.</p> <p>The paperwork had landed from the landlord's solicitor, but it was not a formal variation (it was a side letter). I needed to advise the client and receive instructions as quickly as possible and the best way to do this was by email. I could have telephoned, but that would not have been appropriate as they would have no reference point for the risks I set out for them. A letter would of course have taken too long to arrive.</p>	
Reflection and evaluation	
Describe what you learnt from the activity you undertook to meet the Learning Outcome. You may want to complete this section at a later date once you have had time to reflect on your practice and experience.	
Email is a great method of communication both for efficiency of time and for making sure important points are captured in writing.	
Supervisor's Name	
Please print the full name of the supervisor that supervised the work referred to above within this logbook sheet and the supporting evidence.	<div style="background-color: black; width: 100px; height: 15px; margin: 0 auto;"></div>

[REDACTED]

Sent: 07 June 2021 17:26
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: [REDACTED] Subject to Contract

Hi both

See below response.

Clearly the preference would be to have a formal variation of the lease with respect to the rent but I understand why they don't want to do that and I am also mindful of the time constraints at issue here.

If we agree that the rent concession is personal to [REDACTED], it will not be relevant on any assignment. This might not be much of a concern to you, and so I wanted to check before pushing back and potentially causing delays. Can you confirm please?

Note that if we do agree that the concession is by letter, we will need to make sure the landlord has an obligation to bind successors, or else the benefit could be lost if they were to sell on.

Let me know if you'd like to discuss at all.

Best wishes

[REDACTED]

From: [REDACTED] >
Sent: 07 June 2021 17:05
Cc: [REDACTED]
Subject: RE: [REDACTED] - Subject to Contract

*****Careful: this is an external email*****

Hi [REDACTED]

The reduction in the rent is personal to [REDACTED] and so will be in the form of a concession letter, based on the form I previously agreed with [REDACTED]

The variation to the break is a permanent variation to the lease and so will be by way of a deed of variation.

With kind regards

[REDACTED]