

WBL Logbook Sheet Template

Learning Outcome and example number <small>e.g. 1.1(1), 1.2(2), 1.2(1) 1.2(2) etc.</small>	Page numbers from portfolio
2.4(2)	
Evidence provided and date of evidence <small>e.g. Letter to client dated 01.01.2020 Telephone attendance note dated 01.01.2020</small>	
Email dated 21.07.2021	
Explain how the example –meets the learning Outcome and how the evidence shows this	
<p>Identify additional information required:</p> <p>The client had negotiated more favourable rental terms under their lease which would be varied, in exchange for them relinquishing their existing right to break later in the term.</p> <p>Upon review I could see that the terms were not quite as expected, and I needed further clarity from the client as to their expectations before returning my mark-up to the landlord's solicitor.</p> <p>Communicate the request for information:</p> <p>I emailed the client with a request for clarity around how the cost per sq.ft and the rent free period amortisation had been structured.</p> <p>Apply relevant law and procedure:</p> <p>The client came back to confirm my suspicion (i.e. that the rent free period amortisation had not been accounted for) and so I then made relevant changes to the paperwork and issued to the landlord's solicitor for comment.</p>	
Reflection and evaluation <small>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.</small>	
<p>This was a reminder to be very careful to check the draft paperwork against the agreed heads of terms. They aren't always entirely correct and mistakes can track through.</p>	
Supervisor's Name	

[REDACTED]

From: [REDACTED]
Sent: 21 July 2021 16:25
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: FW: [REDACTED]
Attachments: Official Copy (Register) - [REDACTED].pdf; [REDACTED].pdf;
[REDACTED] - Companies House [REDACTED] Break Notice - [REDACTED]
Limited.docx

Hi [REDACTED]

The Deed of Variation is now in [REDACTED] and I am reviewing.

One thing I have noticed on a quick scan is that the annual rent beyond the break date is equivalent to £47.50 per sq. ft (£292,837.50) and there is no mention of an additional rent free amortised over the remaining two year period. Before I make any changes, can you confirm if the 5 month rent free amortisation had been reflected in the reduced sq. ft cost already, or if [REDACTED] have missed it entirely.

In the meantime, I have prepared the attached break notice ready to be served in the event that we cannot agree, sign and complete the variation in time. That is attached for your reference along with an updated copy of the landlord's title.

Note that I will be asking [REDACTED] what the application is which is currently pending against the landlord's title.

All the best

[REDACTED]