

## **Newham – Commercial Lease Surveyor**

### **About us**

Newham is a vibrant inner-city borough with excellent transport links to the rest of London and South-East England, including Kent, Essex, Surrey and Middlesex. 72% of the population are from diverse communities, contributing to 220 languages being spoken in the area. Proud to be home to one of the youngest and most diverse cultures across the country, Newham is an exciting and challenging borough that continues its commitment of putting people at the heart of everything it does.

Newham boasts iconic landmarks including City Hall, the Olympic Park, Excel, Westfield Shopping Centre and the University of East London. Constant and rapid change has seen benefits to people who live and work in Newham from the significant investment, creation of new jobs, homes and opportunities for the whole breadth of society. The Mayor of London has provided the Borough with £107 million funding through the '*Building Council Homes for Londoners*' programme, supporting the construction of 1,100 new homes. From this we expect to see an additional 2,500 jobs created over the next decade, injecting £1.5 billion to the local economy.

### **About the role**

The London Borough of Newham has a large and diverse commercial property portfolio comprising over 650 units, which are let-out to provide the Council with income.

This commercial property estate helps provide premises to local industry and retail opportunities, as well as offices, warehousing, nurseries and community centres.

Local authorities are required by law to achieve the best consideration when leasing commercial property, and to achieve this we need to recruit two additional surveyors to assist with rent reviews and lease renewals.

The specific responsibilities for the role:

- Review the rent review clause of leases to ensure that notices are served in accordance with the lease.
- Arrange inspections of properties with the tenants, measure in accordance with RICS measurement standards, and highlight any non-compliance with the terms of the lease and issues of disrepair.
- Review leases which are being renewed in order to recommend any terms that should be renegotiated, where possible.
- Prepare internal valuations, prior to entering into negotiations, with appropriate supporting rental evidence for the sign-off by the Senior Surveyor and Head of Property Services.
- Instruct Legal Services to issue Section 25 Notices in accordance with the Landlord & Tenant Act 1954.
- Provide measured drawings, photos and site notes to be uploaded onto the property management database. Agree the heads of terms for a lease renewal, obtain approval from the Senior Surveyor and the Head of Property Services, prepare the relevant forms in accordance with the Scheme of Delegation, and instruct Legal Services to draft the new lease.
- Negotiate and agree Tenancies at Will where Landlord & Tenant excluded leases are due to expire.
- Coordinate with in-house Legal Services to ensure lease renewals are completed as soon as possible.
- Review draft leases to ensure they conform with the agreed heads of terms.

- Keep up-to-date records of work-in-progress and work completed.
- Adhere to or outperform performance targets in terms of number of rent reviews and lease renewals completed and uplift in rent achieved.
- Prioritise outstanding rent reviews and lease renewals by those where the biggest increase in rent is possible, and where back-rent is achievable.
- At all times, comply with RICS standards.

### About you

- Be a Member of the RICS in Commercial Real Estate, Corporate Real Estate or Valuation pathways, or working to achieve this.
- Able to communicate clearly and concisely, both orally and in writing.
- Able to understand complex issues and use innovative thinking towards problem solving.
- Able to work with a wide variety of people at all levels.
- Able to work to demanding timescales in a pressurised environment.
- Willing to respond to sudden changes in demand for priorities.
- Have an enthusiastic approach to problem solving and decision making.
- Be self-motivated with the ability to work with minimum supervision.



However, these are not the only skills we are looking for. For more information on the specific competencies associated with this role, in addition to an overview of Newham, [click here](#) to view the candidate brief.

Should you wish to find out more about the position, please contact Chris Murphy, [chris.murphy@onesource.co.uk](mailto:chris.murphy@onesource.co.uk) or Samir Mody, [samir.mody@onesource.co.uk](mailto:samir.mody@onesource.co.uk).