

- check that your document is consistent in its definitions- have you called the tenant “the tenant” in one place and “the lessee” elsewhere;
- Don't rush Try to keep clear time for drafting when you will not be interrupted.

1.3 Using legal precedents

There is also a skill to choosing the correct precedent for your document. A precedent is a template document which is intended to be adapted to suit the particular circumstances of the transaction. It will give the outline of a document and the lawyer will fill in the details relevant to the transaction.

You can find legal precedents in legal stationers, on CD or your firm may have standard precedents which all their employees work from

The skill lies in selecting the one which can be most easily adapted for your purpose. This means you will need to develop a working knowledge of the precedents available to you and their distinctive features and differences, so that you can decide which is the most suitable in any one transaction.

No single precedent will fit every potential transaction and you must use your skill and knowledge to select the most appropriate, bearing in mind the need to produce an accurate and usable draft in a reasonable time at a reasonable cost to the client.

Task 1

Identify the sources of precedents to which you have access. If you do not have access to precedents at your place of work, research other sources, such as online precedent services and legal stationers. Spend some time looking through the available material so that you know what resources you can call upon.

2 Types of Lease

One of the first things you will notice as a commercial lawyer is that leases come in a huge variety of forms, styles and degrees of complexity. Many older leases can be long and wordy, perhaps unnecessarily so. Leases sometimes use a lot of technical jargon and the arrangement of the clauses can make them hard to follow.

Some will incorporate numerous schedules (a schedule is a block of text placed after the main body of the document: separating the information in this way can make a long document more easily understandable); others will be shorter and more precise. Older