**Lease Summary Example 1**

**TENANT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUARANTOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**USE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LANDLORD:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SQ.FT.\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERM:** \_\_\_ years – after rent abatement of \_\_\_\_ month(s)

Total = \_\_\_\_\_\_\_\_\_\_\_\_

**COMMENCEMENT DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OPTIONS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BASE RENT:** Year One: $\_\_\_\_\_ SF

Year Two: $\_\_\_\_\_\_SF

Year Three: $\_\_\_\_\_\_SF

Year Four: $\_\_\_\_\_\_SF

Year Five: $\_\_\_\_\_\_SF

**PERCENTAGE RENT:** N/A

**OPTION RENTAL RATE:** Year Six: $\_\_\_\_\_\_SF

Year Seven: $\_\_\_\_\_\_SF

Year Eight: $\_\_\_\_\_\_SF

Year Nine: $\_\_\_\_\_\_SF

Year Ten: $\_\_\_\_\_\_SF

**ANCILLARY CHARGES:** $ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payments of these charges begin upon tenant executing Exhibit “D”. Demised Premises Acceptance Letter. Annual increases in \_\_\_\_\_\_\_ shall be held to \_\_\_%.

**CONSTRUCTION PERIOD:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECURITY DEPOSIT:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OTHER PREPAIDS:** First month’s rent - $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RENT ABATEMENT:** First \_\_\_\_\_\_\_ months

**TENANT IMPROVEMENT**

**CONTRIBUTION:** $\_\_\_\_\_\_\_\_\_\_\_\_\_ ($\_\_\_\_\_\_/sf)

**LANDLORD’S WORK:** See Exhibit \_\_\_\_\_

**BROKERAGE COMMISSION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TENANT SIGNAGE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_See Exhibit \_\_\_\_

**PROJECTED COMPLETION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MISCELLANEOUS ITEMS**

**OR SPECIAL PROVISIONS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lease Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lease Summary Example 2**

Premises Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property: Being described on Exhibit C and Exhibit C-1.

Landlord: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s Address for \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notices and Payment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Trade Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Notice Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(After Delivery Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s Notice Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Before Delivery Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guarantors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permitted Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term: years and \_ \_\_\_ months.

Lease Commencement Date: Upon execution of the Lease (the “Delivery Date”) (or, alternatively, - upon execution of Exhibit “I Commencement Date Letter).

Rent Commencement Date: ~~The earlier of Tenant occupying the Premises or~~ one hundred twenty (120) days from the Delivery Date.

Lease Termination Date: The last day of the \_\_\_th full calendar month after the Rent Commencement Date.

Minimum Rent and

Annual Escalation: See Exhibit A attached.

Common Area

Maintenance, Taxes

Insurance Charges: Tenant shall be responsible for its Proportionate Share, hereafter defined, of Common Area Maintenance Charge, Taxes and Landlord's Insurance (collectively referred to herein as ***CAM***) initially estimated at $\_\_\_\_\_\_\_ per square foot or $\_\_\_\_\_\_\_ per month. (Tenant’s Proportionate Share is a fraction, the numerator of which is \_\_\_sf and the denominator is the Property Area, adjusted as the same may increase from time to time; as of the date hereof Tenant’s Proportionate Share is \_\_ %.

Premises Area: Deemed to be \_\_\_\_ rentable square feet (Includes ­­ 1.105% loss factor).

Property Area: Deemed to be \_\_\_\_\_\_\_ square feet.

Prepaid Rental: $\_\_\_\_\_\_\_\_\_ which represents the first monthly Minimum Rent and CAM.

Security Deposit: $\_\_\_\_\_\_\_\_\_.

Brokers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Landlord’s Broker)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Tenant’s Broker)

Exhibits: A - Minimum Rent and Annual Escalation

B - Premises

C - Legal Description

C-1 - Site Plan

D - Special Stipulations

E - Work Schedule

E-1 - Tenant Construction Rules

F - Rules and Regulations

G - Sign Criteria

H - Guaranty

I – Commencement Date Letter