

COMMERCIAL LEASE CHECKLIST

- _____ 1. Parties: Landlord (Lessor) and Tenant (Lessee) (Different from Guarantor)
- _____ 2. Important Dates (Commencement, Possession, Rental Commencement, etc.)
- _____ 3. Property Description (Location of Premises and square footage)
- _____ 4. Term (Lease Term, Extension, Options to Renew)
- _____ 5. Rent (Base Rent, Additional Rent: CAM, real-estate taxes, insurance, administrative)
- _____ 6. Use Of Premises (Description of your business services/purpose)
- _____ 7. Maintenance & Repair Responsibilities of Landlord/Tenant
- _____ 8. Common Area (Tenant's Proportionate Share)
- _____ 9. Tenant Improvement Allowance (Landlord's allowance to cover Tenant's construction costs)
- _____ 10. Utilities (Type, Capacity, Costs, Billing)
- _____ 11. Default & Remedies (Landlord/Tenant)
- _____ 12. Rent escalations (Yearly, Default, Formula)
- _____ 13. Exclusive Use (Tenant)/Non-Compete (Landlord)
- _____ 14. Construction & Alterations (Responsibilities, costs, approvals)
- _____ 15. Insurance Requirements (Premise liability, workers comp insurance if you have employees)
- _____ 16. Termination/Cancellation (What situation will lease be cancelled)
- _____ 17. Destruction of Premises/Eminent Domain/Condemnation (Rights of Landlord and Tenants)
- _____ 18. Rules & Regulations (Understand all rules in Lease attachments)
- _____ 19. Subordination/Non-disturbance/Attornment (Landlord's Lender to have superior rights)
- _____ 20. Signage (Permission from Landlord)
- _____ 21. Contingencies (Permits, Financing, Liens)
- _____ 22. Security Deposit (Amount, Rights to interests)
- _____ 23. Special Stipulations / Miscellaneous (report of gross monthly income, contract with HVAC...)
- _____ 24. Signatures / Acceptance (Sign in front of 2 witnesses to be in effect)