



Date:

**DOCUMENT LIST**

**BASIC INFORMATION**

Landlord Entity

Tenant d/b/a  
 Notice Address  
 City, State, Zip  
 Attention:  
 Copy to:

Premises Address

Suite Number

Rentable Square feet

Storage

**TERM**

Lease Date

Lease Commencement Date

Rent Commencement Date

Lease Expiration Date

Term

Holdover

Security Deposit

**RENTAL INCOME**

	Period	\$/SF/YR	Annual	Monthly	Notes
Base Rent					
Option Rent					
Rent Abatement					
Late Fee/ Interest					
TI Allowance					

**PERCENTAGE RENT**

Gross Sales Definition

% Rent

Sales Reporting

Landlord Audit Rights

Tenant Audit Rights

**ADDITIONAL RENT**

Pro Rata Share



CAM/Operating Expenses		
Real Estate Taxes		
Insurance		
Utilities		
After Hours		
Admin/Mgmt Fee		
Marketing Fund		
Landlord Repairs/Maintenance		
Tenant Repairs/Maintenance		
<b>TENANT OPTIONS</b>		
Renewal		
Expansion		
Right of First Refusal		
Right of First Offer		
Termination		
Purchase		
Relocation		
<b>LANDLORD OPTIONS</b>		
Termination		
Relocation		
<b>USE/RESTRICTIONS</b>		
Permitted Use		
Prohibited Use		
Exclusive Use		
Tenant Radius Restriction		
Conituous Operation/ Go Dark		
Hours of Operation		
Co-Tenancy		
<b>LEGAL/FINANCIAL</b>		
Assignment & Subletting		
Subordination/SDNA		
Estoppel Certificate		
Monetary/Non-Monetary Default		
<b>MISCELLANEOUS</b>		
Tenants Insurance		
Landlords Insurance		
Alterations		
Signage		
Tenant Parking Rights		
Merchants' Association		
Guarantor		
Brokers		

