



LEASE ABSTRACT

Standard Lease Addendum

Dated: _____

By and Between

Lessor: _____

Lessee: _____

Property Address: _____

(street address, city, state, zip)

Name of Project: _____

Date Abstracted: _____

By: _____

PARTIES TO LEASE	Lease paragraph	COMMENTS
Lessee's Name as it appears in the Lease:	_____	_____
Contact person for Lessee:	_____	_____
Lessee's Telephone Number:	_____	_____
Lessee's Fax Number:	_____	_____
Lessee's e-mail address:	_____	_____
Lessee's Tax ID #/Soc. Sec. #:	_____	_____
Billing Address if different from the Premises:	_____	_____
Sublessee Y/N (see add'l. parties):	_____	_____
Assignment Y/N (see add'l. parties):	_____	_____

PREMISES	Lease paragraph	COMMENTS
Usable Square Footage of Premises:	_____	_____
Rentable Square Footage of Premises:	_____	_____
Total Square Footage of Project:	_____	_____
Lessee's % of CAMS:	_____	_____
Agreed Use:	_____	_____

LEASE TERMS	Lease paragraph	COMMENTS
Lease Commencement Date:	_____	_____
Lease Expiration Date:	_____	_____
Type of Lease (N, MG, Gross):	_____	_____
Type of Lease (Std. Ind. or Other):	_____	_____
Early Possession:	_____	_____
Lease Term:	_____	_____
Security Deposit:	_____	_____

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Options:		
To Extend Term	_____	_____
Number of Extensions	_____	_____
Length of Extensions	_____	_____
Notice Date or Window	_____	_____
To Purchase	_____	_____
Notice Date or Window	_____	_____
Right of First Refusal to Purchase	_____	_____
Right of First Offer re Purchase	_____	_____
Right of First Refusal re Adjacent Space	_____	_____
Exclusive Use Clause	_____	_____
Cancellation Clause:	_____	_____
Termination Option:	_____	_____
Assignment and Subletting:	_____	_____
Amendments (see section below)	_____	_____

RENT/ESCALATION/PASS-THROUGH PROVISIONS	Lease paragraph	COMMENTS
Initial Base Rent:	_____	Annual: \$ _____, Monthly: \$ _____
	_____	Annual sq. ft.: \$ _____, Monthly sq. ft.: \$ _____
Escalations:	_____	CPI = <input type="checkbox"/> Yes, <input type="checkbox"/> No; Month _____; Min. _____ % & Max. _____ %
	_____	\$ _____ on _____
	_____	\$ _____ on _____
	_____	\$ _____ on _____
	_____	\$ _____ on _____
	_____	\$ _____ on _____
	_____	Market Adjustment on _____; Min. _____ % & Max. _____ %
Rent Abatement:	_____	_____
Late Charges (grace period & penalties):	_____	_____
Interest	_____	_____
Expense Reimbursements:	_____	_____
Common Area Operating Expenses:	_____	_____
Other:	_____	_____
Expenses Excluded:	_____	_____
Utilities That Are Separately Metered:	_____	_____
Base Year:	_____	_____
Holdover Clause/Rate:	_____	_____
Percentage Rent on Sales:	_____	_____

INSURANCE PROVISIONS	Lease paragraph	COMMENTS
Lessee's Insurance Carrier:	_____	_____
General Liability:	_____	<input type="checkbox"/> \$1,000,000 per Occurrence/ <input type="checkbox"/> \$2,000,000 Aggregate; Lessor is an Additional Insured <input type="checkbox"/> Yes / <input type="checkbox"/> No
Personal Property Coverage:	_____	_____
Business Interruption Coverage:	_____	_____
Expiration Date for Policy:	_____	_____
Waiver of Subrogation:	_____	_____

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LEGAL PROVISIONS	Lease paragraph	COMMENTS
Address for Notices:	_____	_____
Arbitration Clause:	_____	_____
Mediation Clause:	_____	_____
Recording of Lease:	_____	_____
Release/Indemnification:	_____	_____
Surrender of Premises; Ownership and Removal of Trade Fixtures:	_____	_____

MISCELLANEOUS	Lease paragraph	COMMENTS
ADA Compliance:	_____	_____
Additions and Alterations:	_____	_____
Assignment Fees:	_____	_____
Audit Rights:	_____	_____
Pre-Approved Hazardous Substances:	_____	_____
Non-Standard Maintenance & Repair Responsibilities:	_____	_____
Relevant variances, CUP's, zoning exemptions and similar items:	_____	_____
Parking Spaces:	_____	Reserved: _____, Unreserved: _____
Parking Space Fee:	_____	_____
Pre-Approved Signage:	_____	_____
Non-Disturbance Agreement from Existing Lenders:	_____	Required: <input type="checkbox"/> Not Required: <input type="checkbox"/>

SERVICES	Lease paragraph	COMMENTS
Building Hours:	_____	_____
Services Provided:	_____	_____
Elevator:	_____	_____
Janitorial:	_____	_____
Other:	_____	_____
Services Excluded:	_____	_____
Janitorial:	_____	_____
Other:	_____	_____
Utilities:	_____	_____
Electricity - Separate Metering:	_____	_____
Electricity – After Hours Usage:	_____	_____
Excess Utility Usage:	_____	_____
Other Miscellaneous:	_____	_____

DOCUMENTS – (Lease Exhibits, Addenda, and Amendments with list of dates and # of pages)	Lease paragraph	COMMENTS
Addendum/Addenda:	_____	_____
Plot Plan:	_____	_____
Exhibit A:	_____	_____
Exhibit B:	_____	_____
Exhibit C:	_____	_____
Exhibit D:	_____	_____
Exhibit E:	_____	_____
Work Letter:	_____	_____
Guarantee:	_____	_____
Amendment I:	_____	_____
Amendment II:	_____	_____

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ADDITIONAL PARTIES TO LEASE	Lease paragraph	COMMENTS
Sublessee/Assignee:	_____	_____
Contact Person:	_____	_____
Telephone Number:	_____	_____
Billing Address:	_____	_____
Sublease Date & Term/Date of Assignment:	_____	_____
Lessor's Approval:	_____	_____
Tax ID #/Soc. Sec. #:	_____	_____
Additional Rent to Lessor Clause:	_____	_____
Guarantor:	_____	_____
Guarantor's Telephone Number:	_____	_____
Guarantor's address:	_____	_____

TENANT IMPROVEMENTS	Lease paragraph	COMMENTS
T.I. Allowance:	_____	_____
Description of T.I.'s to be Constructed/Installed	_____	_____
T.I.'s to be Contracted for by:	_____	Lessee <input type="checkbox"/> or Lessor <input type="checkbox"/>
General Contractor & Architect:	_____	_____
As-Builts Received Y/N, Location:	_____	_____
Delay in Possession:	_____	_____

LEASING BROKERS/AGENTS (including Name of Agent/Broker & Company, Address & Phone Numbers)	Lease paragraph	COMMENTS
Lessor's Broker:	_____	_____
Lessee's Broker:	_____	_____
Commission Amt/Split:	_____	_____
Broker Com. At Opt./Renewal:	_____	_____

COMMENTS	Lease paragraph	COMMENTS
Move-out:	_____	_____

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