



LEASE ABSTRACT
Standard Lease Addendum

Dated: \_\_\_\_\_

By and Between

Lessor: \_\_\_\_\_

Lessee: \_\_\_\_\_

Property Address: \_\_\_\_\_

(street address, city, state, zip)

Name of Project: \_\_\_\_\_

Date Abstracted: \_\_\_\_\_

By: \_\_\_\_\_

Table with 3 columns: PARTIES TO LEASE, Lease paragraph, COMMENTS. Rows include Lessee's Name, Contact person, Telephone Number, Fax Number, email address, Tax ID #, Billing Address, Sublessee Y/N, and Assignment Y/N.

Table with 3 columns: PREMISES, Lease paragraph, COMMENTS. Rows include Usable Square Footage, Rentable Square Footage, Total Square Footage, Lessee's % of CAMS, and Agreed Use.

Table with 3 columns: LEASE TERMS, Lease paragraph, COMMENTS. Rows include Lease Commencement Date, Lease Expiration Date, Lease Type, Type of Lease, Early Possession, Lease Term, Security Deposit, Options (Extend Term, Purchase), and Right of First Refusal to Purchase.

INITIALS

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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	_____	_____

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	_____	_____

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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	_____	<input type="checkbox"/> Required; <input type="checkbox"/> Not Required

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 AND/OR LOCATION OF DOCUMENTS
Addendum/Addenda	_____	_____
Plot Plan	_____	_____
Exhibit A	_____	_____
Exhibit B	_____	_____
Exhibit C	_____	_____
Exhibit D	_____	_____
Exhibit E	_____	_____
Work Letter	_____	_____
Guarantee	_____	_____
Amendment I	_____	_____
Amendment II	_____	_____

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	_____	_____

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T.I.'s to be Contracted for by	_____	<input type="checkbox"/> Lessee or <input type="checkbox"/> Lessor
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	_____	_____

DRAFT

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