

NON BINDING LETTER OF INTENT TO LEASE

Date: _____

To: _____ (Landlord)

From: _____ (Tenant)

Re: Letter of Intent to Lease

Dear _____:

This correspondence shall serve as a Non-binding Letter of Intent to lease the property located at _____.

Proposed Terms and Conditions:

Property: *Legal Description:* _____

Municipal Address: _____

Demised Premises: _____

Intended Use: _____

Lease Term: Primary term of the Lease to be _____ (__) years commencing on _____, 20__ or upon completion of the premises' construction or Tenant's improvements the later of which shall be the determining date. Tenant to be granted ___ renewal options each for a period of _____ (__) years.

Property Access: Tenant to have full and complete access to the Property _____ (__) days prior to Lease Commencement date in order for Tenant to initiate and complete Tenant improvements necessary for the intended use of the premises.

Lease Rate:	Year(s)	\$/Sq. Ft. Per Year	Monthly Rent
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Deposit: A deposit check in the amount equal to the first month's rent shall accompany the executed Lease Agreement.

Expenses: The following details the party responsible for the respective expenses:

	(Tenant / Landlord)
A. Electricity (Demised Premises):	_____
B. Electricity (Exterior security lighting):	_____
C. Water / Sewer:	_____
D. Gas:	_____
E. Janitorial:	_____
F. Trash Removal (Exterior grounds/dumpster):	_____
G. Driveways/Yard/Grass etc.:	_____
H. Roof / Structural Maintenance:	_____
I. Interior/Exterior Maintenance:	_____
J. Window Washing:	_____
K. Liability Insurance:	_____
L. Property/Fire & Extended Coverage Insurance:	_____
M. Ad Valorem Taxes:	_____
N. Property Taxes:	_____
O. Locks/Keys:	_____
P. _____	_____
Q. _____	_____
R. _____	_____

HVAC: Landlord to insure that all HVAC systems are in good working condition prior to occupancy by Tenant. Thereafter, for a period of ____ days (____) days from date of occupancy, Landlord shall be responsible for any necessary repairs and/or replacement of said systems.

Electrical/Plumbing: Landlord to insure that all existing electrical system(s) and plumbing system(s) are in good working condition prior to occupancy by Tenant. Landlord to warrant all plumbing for 60 days from lease commencement. Thereafter Tenant shall be solely responsible for all plumbing systems, however, Tenant shall only be responsible for plumbing above the slab. After lease commencement, Tenant shall be responsible for all electrical systems.

Permits: Lease Agreement is contingent upon Tenant obtaining all necessary permits to include occupancy, zoning, etc. necessary for operating Tenant's intended business.

Signage: Tenant to be responsible for any new signage in front of the leased Property. Landlord shall be responsible for the removal of any unwanted existing signage.

Environmental: Tenant shall not be responsible for any existing contamination at the site. Although Tenant does not anticipate environmental problems, Tenant will require copies of whatever environmental information that the Landlord may have to assist in the environmental evaluation of the Property prior to Lease execution.

ADA Compliance: If required by Louisiana or Federal law, Landlord shall be responsible for the property complying with ADA regulations for restrooms and property access.

Tenant: _____ (Name/Title)
_____ (Company)
_____ (Address)

_____ (E-mail address)
_____ (Work Phone)
_____ (Cell Phone)

Lease Agreement: Lease Agreement shall be provided by the Landlord.

Non-Binding: This Letter of Intent is completely non-binding and has no effect on either party whatsoever until a Lease Agreement has been fully executed by both Tenant and Landlord.

Agency: Landlord and Tenant acknowledge and accept that the undersigned, _____ is the Designated Listing Agent for the Landlord and _____ is working as the Designated Buyer's Agent for the Tenant. The parties agree that no other agents and/or brokers are involved in this transaction or entitled to any fees or commissions in connection with the transaction contemplated herein.

Brokerage:

Landlord agrees to pay a brokerage fee of a minimum of _____ percent (____ %) of the scheduled gross lease value to _____. Commission is due and payable at Lease Execution. Landlord also agrees to pay a brokerage fee of _____ percent (____ %) based upon the gross scheduled lease value on any expansions of the lease as well as _____ percent (____%) of the scheduled gross lease value on any extensions, options or renewals of the Lease Agreement.

Each party shall keep confidential all of the provisions of this Letter of Intent and all information each party obtains regarding the other party. Landlord shall not offer subject property to any other prospective tenant during the term of this Letter of Intent. This Letter of Intent supersedes any and all previous negotiations between Landlord and Tenant, whether written or verbal.

If the above terms and conditions are acceptable, please indicate in the appropriate space provided and provide a formal Lease Agreement for Tenant’s review within ten (10) days of the acceptance date of this Letter of Intent. This proposal shall be valid until _____, 20____ at 5:00pm.

Sincerely,

Agreed to and Accepted:

TENANT(S):

LANDLORD:

Signature Date

Signature Date

Printed Name/Title

Printed Name/Title

Signature Date

Signature Date

Printed Name/Title

Printed Name/Title