

## **Sample Commercial Lease Checklist**



- \_\_\_\_\_ Parties: Landlord (Lessor) and Tenant (Lessee)
- \_\_\_\_\_ Date (Commencement, Possession, Rental Commencement, etc.)
- \_\_\_\_\_ Property Description (Demised Premises, Premises)
- \_\_\_\_\_ Term (Lease Term, Extension, Options to Renew)
- \_\_\_\_\_ Rent (Base Rent, Additional Rent)
- \_\_\_\_\_ Use Of Premises
- \_\_\_\_\_ Maintenance & Repair Responsibilities of Landlord
- \_\_\_\_\_ Maintenance & Repair Responsibilities of Tenant
- \_\_\_\_\_ Common Area (Tenant's Proportionate Share)
- \_\_\_\_\_ Additional Rent
- \_\_\_\_\_ Utilities (Type, Capacity, Costs, Billing)
- \_\_\_\_\_ Default & Remedies (Landlord/Tenant)
- \_\_\_\_\_ Escalations (Rent, Index, Formula)
- \_\_\_\_\_ Options To Renew
- \_\_\_\_\_ Construction & Alterations (Responsibilities, costs, approvals)
- \_\_\_\_\_ Insurance (Base Year, Increases or Total Pro Rata Share)
- \_\_\_\_\_ Taxes (Base Year, Increases or Total Pro Rata Share)
- \_\_\_\_\_ Termination/Cancellation
- \_\_\_\_\_ Destruction Of Premises
- \_\_\_\_\_ Eminent Domain/Condemnation
- \_\_\_\_\_ Rules & Regulations (Attachment)
- \_\_\_\_\_ Subordination/Nondisturbance
- \_\_\_\_\_ Signage
- \_\_\_\_\_ Contingencies (Permits, Financing, etc.)
- \_\_\_\_\_ Security Deposit
- \_\_\_\_\_ Purchase Option / ROFR
- \_\_\_\_\_ Special Stipulations / Miscellaneous
- \_\_\_\_\_ Short Form / Memorandum
- \_\_\_\_\_ Signatures / Acceptance
- \_\_\_\_\_ Brokerage Commission, Agency Disclosure