**Lease Agreement Template**

1. Names. This lease is made by \_\_\_\_\_\_\_\_\_\_\_\_\_, Landlord, and \_\_\_\_\_\_\_\_\_\_\_\_\_,

Tenant.

2. Premises Being Leased. Landlord is leasing to Tenant and Tenant is leasing from

Landlord the following premises:

\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Part of Building Only. Specifically, Tenant is leasing the \_\_\_\_\_\_\_\_\_\_\_\_\_ of the

building.

[ ] Shared Facilities. Tenant and Tenant's employees and customers may use the

following additional facilities in common with other tenants, employees, and

customers:

[ ] Parking spaces: \_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ] Restroom facilities: \_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ] Storage areas: \_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ] Hallways, stairways, and elevators: \_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ] Conference rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Term of Lease. This lease begins on \_\_\_\_\_\_\_\_\_\_\_\_\_ and ends on \_\_\_\_\_\_\_\_\_\_\_\_\_.

4. Rent. Tenant will pay rent in advance on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of each month.

Tenant's first rent payment will be on \_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Tenant will pay rent of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month thereafter.

[ ] Tenant will pay this rental amount for the entire term of the lease.

[ ] Rent will increase each year, on the anniversary of the starting date in paragraph

3, as follows: \_\_\_\_\_\_\_\_

**5.Option to Extend Ease:**

**6. Security Deposit:**

**7. Improvements by Landlord:**

**8. Improvements by Tenant.**

**9. Tenant's Use of Premises.**

**10. Landlord's Representations.**

**11. Utilities and Services. Landlord will pay for the following utilities and services:**

[ ] Water

[ ] Electricity

[ ] Gas

[ ] Heat

[ ] Air-Conditioning

Any items not checked will be the responsibility of Tenant

**12. Maintenance and Repairs**

**13. Insurance**

**14.Damage to Premises**

**15. Disputes**

[ ] Litigation. If a dispute arises, either party may take the matter to court.

[ ] Mediation and Possible Litigation. If a dispute arises, the parties will try in

good faith to settle it through mediation conducted by

[ ] a mediator to be mutually selected.

**LANDLORD**

Name of Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_

a \_\_\_\_\_\_\_\_\_\_\_\_\_ incorporated in \_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

TENANT

Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ incorporated in \_\_\_\_\_\_\_\_\_\_\_\_\_

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