

# OFFICE SPACE LEASE AGREEMENT

1. **PARTIES:** This Office Space Rental Agreement (“Agreement”), effective as of \_\_\_\_\_, is between:

Landlord: \_\_\_\_\_ (“Landlord”) with a mailing address of \_\_\_\_\_ and,

Tenant: \_\_\_\_\_ (“Tenant”) with a mailing address of \_\_\_\_\_.

The Landlord and Tenant are each referred to herein as a “Party” and, collectively, as the “Parties.”

2. **PREMISES:** Located at \_\_\_\_\_ with approximately \_\_\_\_\_ square feet (“Premises”).

3. **TERM:** Lease begins on \_\_\_\_\_, and continues: (check one)

- **End Date.** Until the end date of \_\_\_\_\_ (“Term”).

- **Month-to-Month.** On a month-to-month basis, either party can terminate by providing at least \_\_\_\_\_ days’ notice.

4. **RENEWAL:** The Tenant shall: (check one)

- **Renewal.** The Tenant has the option to renew this Agreement under the following terms: \_\_\_\_\_.

- **No Renewal.** After the initial Term, this Agreement shall terminate.

5. **RENT:** The Tenant is required to pay the Landlord the following amount during the Term of this Agreement:

Monthly Rent: \$ \_\_\_\_\_ (“Rent”)

Due Date: \_\_\_\_\_ day of the month

Payment Instructions: \_\_\_\_\_.

6. **USE:** The Premises shall be usable by the Tenant for standard office use. Other uses of the Premises are: (check one)

- **Permitted.** The Premises shall be used by the Tenant for office use in addition to the following: \_\_\_\_\_.

- **Prohibited.** Any other use for the Premises is strictly prohibited.

7. **SECURITY DEPOSIT:** Upon the execution of this Agreement: (check one)

- **Deposit Required.** The Tenant is required to pay a security deposit of \$\_\_\_\_\_. The security deposit shall be returned to the Tenant at the end of the Term if the Premises is returned in the same condition upon move-in, wear and tear excepted.

- **No Deposit Required.** The Tenant shall not be obligated to pay a security deposit as part of this Agreement.

8. **DELIVERY:** The Landlord agrees to deliver the Premises under the following conditions: (check one)

- **As-Is.** The Tenant agrees to accept delivery of the Premises in its current condition.

- **Vanilla Box.** The Tenant agrees to accept delivery of the Premises in a standard "vanilla box," with the Tenant being required to provide fixtures, furniture, or any other buildouts.

- **Custom Arrangement.** The Landlord and Tenant agree that Premises shall be delivered, on the 1<sup>st</sup> day of the Term, in accordance with the following arrangement: \_\_\_\_\_.

9. **PARKING:** The Premises shall have the following parking access: (check one)

- **Parking Provided.** The Landlord agrees to provide access to a minimum of \_\_\_\_\_ parking space(s). The parking space(s) shall be provided at: (check one)

- No Fee. The Tenant shall not pay a fee for parking access.

- Monthly Fee. A fee for the parking spaces shall be \$\_\_\_\_\_ per month for  each  all parking space(s).

- **No Parking Provided.** The Tenant acknowledges that no parking shall be provided on the Premises.

10. **AMENITIES:** The Rent includes access to the following: (check one)

- **Amenities.** The Landlord shall be responsible for providing the following Amenities: \_\_\_\_\_.

- **No Amenities.** The Landlord does not agree to provide any amenities as part of this Agreement.

11. **UTILITIES:** The Landlord is responsible for: (check one)

- **All Utilities.** All utilities and services shall be paid to by the Landlord. This includes but is not limited to, electricity, internet, water, sewer, trash removal, and any other services required to operate the Premises on a day-to-day basis.

- **Some or No Utilities.** The Tenant shall be responsible for utilities and services EXCEPT the following provided by the Landlord:

\_\_\_\_\_.

12. **ACCESS TO COMMON AREAS:** In addition to the Premises, the Tenant shall also have access to: (check one)

- **Common Areas.** The Tenant shall have access to common areas of the Premises, including the following:

\_\_\_\_\_.

- **No Other Areas.** Tenant shall only have access to the Premises.

13. **LEASEHOLD IMPROVEMENTS:** Regarding making improvements to the Premises, the Tenant is: (check one)

- **Permitted to Make Changes.** The Landlord allows the Tenant to make changes to the Premises under the condition that any change made must be reverted to its original condition at the termination of this Agreement, unless otherwise agreed upon by the Landlord.

- **Not Permitted to Make Changes.** The Landlord does not allow the Tenant to make improvements or changes to the Premises unless written consent is granted.

14. **COMMON AREA MAINTENANCE (CAM) FEES:** In addition to the Rent, the Tenant shall be obligated to pay for the following common area maintenance (CAM) fees: (check one)

- **CAM Fees Required.** The Tenant shall be required to pay prorated CAM fees for their share of the entire property: (check all that apply)

- Real Estate Taxes

- Insurance

- Operating Expenses

- **No CAM Fees.** The Tenant shall not be obligated to pay CAM fees.

15. **PETS:** The Tenant agrees to the following pet policy: (check one)

- **Pets Allowed.** The Landlord allows the following pets on the Premises: \_\_\_\_\_.

- **Pets Not Allowed.** The Landlord does not allow pets on the Premises unless it is a service animal or those protected under the Americans Disability Act (ADA) or any other local, State, or Federal law.

16. **LIABILITY INSURANCE:** The Tenant is: (check one)

- **Required to Obtain Liability Insurance.** The Tenant is required to obtain general liability insurance with a minimum coverage of \$\_\_\_\_\_ per occurrence and \$\_\_\_\_\_ aggregate.

- **Not Required to Obtain Liability Insurance.** The Tenant is not required to obtain general liability insurance as part of this Agreement.

17. **SUBLETTING:** The Tenant is: (check one)

- **Allowed to Sublet.** The Tenant is permitted to sublet the Premises with: (check one)

- No Approval Needed. No written approval is required by the Landlord.

- Approval Needed. Written approval is required by the Landlord.

- **Not Allowed to Sublet.** The Tenant is not permitted to sublet the Premises unless written authorization is granted.

18. **DEFAULT & POSSESSION:** Tenant defaults if they fail to pay rent or violate any term of this Agreement. The Landlord may repossess the Premises after a written notice and a grace period of 30 days.

19. **DAMAGE:** If Premises are damaged beyond Tenant's reasonable repair, Tenant may terminate this lease with written notice.

20. **INDEMNIFICATION:** Tenant shall indemnify and hold Landlord harmless from any losses, claims, or liabilities arising from Tenant's use of Premises, excluding those due to Landlord's negligence or misconduct.

21. **ESTOPPEL CERTIFICATE:** Upon Landlord's request, Tenant will deliver a signed statement certifying that this Agreement is unmodified and in full effect or detailing any modifications agreed upon by both Parties.

22. **HOLDOVER:** If the Tenant remains in possession after the Term with no new agreement, the Tenant will become a month-to-month tenant under the existing terms.

23. **NOTICES:** All notices under this Agreement shall be delivered in person, by mail, or by email to the addresses provided by the Parties.

24. **GOVERNING LAW:** This Agreement shall be governed under the laws where the Premises is located. Any disputes shall be resolved in such jurisdiction.

25. **ADDITIONAL TERMS.**

This Agreement, in its entirety, represents the understanding between Landlord and Tenant. Any modifications must be in writing and signed by both Parties. By signing below, the Parties confirm they understand and consent to all terms.

**Landlord's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

**Tenant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_