

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. **PROPERTY DESCRIPTION:**

Address: _____

Description: _____

Hereinafter known as the “Premises.”

3. **TERM:** Lease begins on _____, and is a: (check one)

- **Standard Lease.** Ends on _____ (“Term”).

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

4. **RENT:** During the Term, there shall be: (check one)

- **No Rent Increases.**
Monthly Rent: \$ _____

- **Increases in Rent.** The Tenant shall be obligated to pay rent for the Initial Term in accordance with the following time periods:

1st Period – Rent Amount

Monthly Rent: \$ _____

From: _____ To: _____

2nd Period – Rent Amount

Monthly Rent: \$ _____

From: _____ To: _____

3rd Period – Rent Amount

Monthly Rent: \$ _____

From: _____ To: _____

Hereinafter known as the "Rent."

5. **RENEWAL:** The Tenant shall have: (check one)

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

- **Option(s) to Renew.** The Tenant has the option to renew this Agreement under the following terms:

6. **USE:** The Premises shall be usable for: (check one)

- **Office Use (only).** Any other use for the Premises is strictly prohibited.

- **Office and Other Uses.** The Premises shall be used by the Tenant for office use in addition to the following: _____.

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

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

- **Security 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.

8. **PARKING:** The Premises shall have the following: (check one)

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

- **Parking Provided.**

a.) Type of Parking. The Landlord agrees to provide: (check one)

- **Shared or Common Parking.**

- **Designated Parking.** A minimum of ____ parking space(s).

b.) Parking Fees. The parking space(s) provided with: (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).

9. **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 1st day of the Term, in accordance with the following arrangement:

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

- **No Amenities.** The Landlord does not agree to provide any amenities as part of this Agreement.
- **Amenities.** The Landlord shall be responsible for providing the following Amenities: _____.

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

- **No Utilities.** The Tenant shall be not responsible for utilities and services.
- **Some Utilities.** The Tenant shall be responsible for the following utilities and services: _____.
- **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.

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

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

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

_____.

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

- **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.

- **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.

14. **PROPERTY EXPENSES:** The Tenant shall be required to pay their prorated property expenses: (check one)

- **No Property Expenses.** The Tenant shall not be obligated to pay any fees related to real estate taxes, insurance, or common area maintenance expenses.

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

- Real Estate Taxes

- Property Insurance

- Common Area Maintenance (CAMs)

- Other. _____.

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

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

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

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

- **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.

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

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

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

- **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.

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 Tenant remains in possession after Term with no new agreement, 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. **SEVERABILITY:** If any part of this Agreement is found invalid or unenforceable, the remaining sections shall continue in full force, unaffected by the invalidity of any other part.

26. 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: _____