

Sample Lease Summary Sheet

Date Lease Signed: _____

Landlord: _____

Tenant:

(#.# refers to the paragraph number in the lease concerning that topic.)

1.1 Building Name: _____ Floor: _____ Suite: _____

Address: _____

1.2 Rentable Area of Premises: _____ square feet

1.3 Tenant's Percentage Share: _____ percent

2.0 Term: _____ years

2.3 Commencement Date: _____

Expiration Date: _____

3.0 Initial Rent: \$ _____ per year (\$ _____ per square foot per year)

\$ _____ per month

4.1 Rental Adjustments During Initial and Extended Terms:

<u>Adjustment Date:</u>	<u>Adjusted Basic Annual Rent:</u>
_____	\$ _____ (\$ _____ per square foot per year)
_____	\$ _____ (\$ _____ per square foot per year)
_____	\$ _____ (\$ _____ per square foot per year)
_____	\$ _____ (\$ _____ per square foot per year)

Other:

4.5 Base Year for Initial Term:

6.3 Options to Extend Term: _____ year option(s)

6.5 Base Year for Extensions of Term:

9.1 Addresses for Payment of Rent and Notices:

Tenant: _____ Landlord: _____

Management Co.: _____ Broker: _____

(Note: Numbers refer to the relevant paragraph numbers in the Lease)