

LETTER OF INTENT – LEASE

Date: _____

Landlord

Re: Intent to Lease _____

Description of Premises (“Premises”)

Dear Prospective Landlord:

We represent/are a prospective tenant for the Premises (“Tenant”). Tenant proposes to enter into a definitive agreement for the lease of the Premises (“Lease”) on the following terms:

1. Square Footage: Tenant proposes to lease _____ square feet.
2. Lease Commencement and Term: The Lease, as proposed, would commence on _____ and would last for a term of _____ months.
3. Options: Tenant would have _____ options to renew the Lease, each for a period of _____ years.
4. Rent: Tenant proposes to pay gross rent in the monthly amount of \$_____.
5. Tenant Improvements: Tenant proposes a tenant improvement allowance in the amount of \$_____ per square foot.
6. Security Deposit: Tenant would pay a security deposit not to exceed \$_____.
7. Lease Guaranty: There would be a Guaranty of the lease obligations by _____.
8. Utilities: Landlord would provide standard and customary utilities to the Premises.
9. Exclusive Negotiations: By this Letter of Intent (“LOI”), the parties commit themselves to negotiate exclusively and in good faith with each other for a minimum period of ___ days from the date this LOI is signed by both parties.
10. Confidentiality: The parties agree to treat the content of this LOI as confidential information and to not disclose this information to any third party other than brokers, attorneys and other advisors (“Advisors”) to a possible Lease transaction. The parties also agree not to disclose to any third party (other than Advisors) the fact that they are in negotiations for a potential Lease arrangement.
11. Additional Proposed Terms: _____

12. Non-Binding Agreement: This LOI does not address all essential terms of a Lease and, other than Sections 9 and 10 which relate to Exclusivity and Confidentiality, is not intended to be a binding agreement. Other than Sections 9 and 10, which the parties agree to be bound by, the parties do not
LETTER OF INTENT – LEASE

agree to be bound by any potential terms in this LOI unless and until a definitive Lease agreement is negotiated and executed by both Landlord and Tenant.

APPROVED AND AGREED:

TENANT:

By: _____

Print Name: _____

Title: _____

Date: _____

LANDLORD:

By: _____

Print Name: _____

Title: _____

Date: _____