

Lease Summary Sheet

Create date _____

Building Address _____

1				
2	Name	Name	Business name	
3				
4	Title	Title	Suite number	Lease term Commencement
5				
6	Mailing address	Mailing address	Unit address	Lease term expiration
7				
8	City, state, zip		City, state, zip	
9				
10	Phone	FAX	Phone	
11				
12	Lease type	Lease number		
13				
14	Lease date	% Share	Date occupied	
15			1st	
16	Late charge	Due after	Payment due date	
17				
18	Total square feet	Office sf	Warehouse sf	Project size
19				
20	Rent protation (from - to)			
21				
22	Hold over rate			
23				
24	Security deposit	Amount paid in advance		For
25				
26	Rent	\$ /SQ.FT.		Beginning Ending
27				
28	Rent	\$ /SQ.FT.	% increase	Beginning Ending
29				
30	Rent	\$ /SQ.FT.	% increase	Beginning Ending
31				
32	Rent	\$ /SQ.FT.	% increase	Beginning Ending
33				
34	Rent	\$ /SQ.FT.	% increase	Beginning Ending
35				
36	Rent	\$ /SQ.FT.	% increase	Beginning Ending
37				
38	Options			
39				
40	Options			
41				
42	Tenant improvements			
43				
44	CAM			
45				
46	Operating Exp	Expense cap	Gross-up	Ins certification
47				
48	Taxes	Base year	Amount	HVAC contract
49				
50	Insurance	Base year	Amount	
51				
52	Utilities			
53				
54	Broker	Company	Phone	
55				
56				
57				
58				
59				
60				
61				
62				