

COMMERCIAL LEASE SPEC SHEET

1. PARTIES TO THE LEASE

Lessor (Landlord/entity owning the premises):

Name of Lessor: _____

Lessor's Entity Type and State of Formation (e.g. individual; Texas corporation, LLC, LP, etc.):

Contact Person's Name and Title: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Lessee (Tenant/entity leasing the premises from Landlord/Owner):

Name of Lessee: _____

Lessee's Entity Type and State of Formation (e.g. individual; Texas corporation, LLC, LP, etc.):

Contact Person's Name and Title: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

2. PREMISES DESCRIPTION

Name of Building (if any): _____

Address of Building: _____

Location of space being leased in Building (i.e. floor, suite # or area – e.g. northwest corner):

Total square footage being leased (do not include “common areas” e.g. hallways or restrooms):

Any common areas included in lease? If not, is usage of common areas allowed?

What is the intended use? Is lease space use restricted?

Any modifications, improvements or renovations necessary before occupying the lease space? If yes, please describe:

Any parking spots needed? Yes No

If yes, please list number of spaces, type (i.e. reserved, unreserved), and any additional charges:

3. TERM

Length of lease (months or years): _____

Commencement date and expiration date: _____

Any renewal period or option? If yes, how long? _____

4. RENTAL PAYMENTS

Rent amount? _____ Monthly Yearly

Remittance address:

Rent escalation during term? If yes, describe:

Any security deposit? If yes, how much? _____

5. SERVICES

Utilities (list who is paying for what and any special requirements e.g. # of phone lines, etc.):

Security (describe building security, if any, and if there will be additional charges associated with security devices e.g. access cards, etc.):

Janitorial (describe what services are provided, how often and if there is an additional charge):

Maintenance:

6. NOTICES

Notices (provide contact information for notices if different than information in Section 1):

7. EXHIBITS

Provide a copy of the floor plan showing the space to be leased along with any additional exhibits that will need to be attached to the lease.

8. FOR ALL LEASES FROM THIRD PARTIES

System Regulation 41.01.01, Section 6.1 states that prior to entering into any lease negotiations, the CEO or designee of the member requesting the lease must submit to SREO a written statement in describing in reasonable detail the proposed use of and need for the surface estate to be leased, as well as justification for choosing that particular surface estate to lease. Please provide such statement here:

9. FOR LEASES FROM THIRD PARTIES REQUIRING BOR APPROVAL (See System Policy 40.01, Sections 4.2.)

System Regulation 41.01.01, Section 6.5.5 states that prior submitting an agenda item requesting board approval of any lease from a third party, the CEO or designee of the benefited member must provide SREO with a statement that the CEO or designee has reviewed the current surface estate and related improvements available to the member and the proposed use of the additional surface estate to be leased, and concluded that leasing the additional surface estate is necessary. Please provide such statement here:

Name of person completing this form: _____
Phone #/contact information: _____
Email: _____