

State of _____

LETTER OF INTENT TO LEASE COMMERCIAL PROPERTY

_____ [Date]

Dear _____ [Tenant's Name or Company Name],

This Letter of Intent ("Letter") sets forth the mutual interest of _____ [Tenant's Name or Company Name], with an address of _____, City of _____, State of _____, _____ (collectively "Tenant") and _____ [Landlord's Name or Company Name], with an address of _____, City of _____, State of _____, _____ (collectively "Landlord") regarding the lease of the premises located at _____, City of _____, State of _____, _____ [Property Address] (the "Premises"). This Letter sets forth certain terms to be included in a future definitive Commercial Lease Agreement ("Lease Agreement").

1. Lease Term. Lease term is expected to begin on _____ [Start Date] and end on _____ [End Date], for a term of ___ (Check one) months years (the "Term").

2. Rent. Rent for the Premises will be \$_____ [Amount] per (Check one) week month quarter year. Rent will be payable in advance and due on (Check one) _____ each week the _____ of each month the _____ month of each quarter the _____ month of each year as per the terms in the Lease Agreement.

Rent will be paid to Landlord by one of the following methods (Check applicable) Cash Personal check Money order Cashier's check Credit card PayPal Electronic transfer Other: _____, and will be payable in U.S. Dollars.

(Check if applicable)

A security deposit of \$_____ [Amount] shall be due prior to or upon signing the Lease Agreement.

3. Use of Premises. The Premises shall be used for _____ [specify permitted use, e.g., commercial, retail, office, residential].

Janitorial Services (Check one)

- Tenant shall provide its own janitorial services.
- Landlord shall provide janitorial services and shared costs will be included in the Rent.

HVAC Services (Check one)

- Tenant shall provide its own heating, ventilation, and air conditioning (HVAC) services.
- Landlord shall provide heating, ventilation, and air conditioning (HVAC) services, and shared costs will be included in the Rent.

4. Improvements and Modifications.

Tenant shall not be allowed to make any improvement or modification on the Premises. Tenant shall



be allowed to make the following improvements or modifications:
_____ [Specify allowed improvements or modifications].
All improvements require the Landlord's prior written consent.

5. Maintenance and Repairs. (Check one)

- Tenant shall be responsible for routine maintenance and minor repairs.
- Landlord shall be responsible for major repairs and structural maintenance.

6. Utilities. Tenant shall make payments for the following utilities based upon or in connection with the Demised Premises. (Check applicable)

- | | |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Sewage |
| <input type="checkbox"/> Trash | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Cable | <input type="checkbox"/> Heat |
| <input type="checkbox"/> Water | <input type="checkbox"/> Hot water |
| <input type="checkbox"/> Other: _____ | |

In turn, Landlord will be responsible for making payments for the following utilities: (Check applicable)

- | | |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Electric | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Sewage |
| <input type="checkbox"/> Trash | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Cable | <input type="checkbox"/> Heat |
| <input type="checkbox"/> Water | <input type="checkbox"/> Hot water |
| <input type="checkbox"/> Other: _____ | |

7. Governing Law. This Letter shall be governed by and construed in accordance with the laws of the State of _____.

8. Non-binding. This Letter reflects only the intention of the parties to negotiate in good faith and does not constitute a legally binding agreement.

9. Miscellaneous. This Letter contains the entire understanding between the parties regarding the leasing of the Premises and supersedes all prior agreements.

10. Other. _____

If the foregoing terms are acceptable, please sign and return this Letter to the undersigned.

Very truly yours,

Tenant Full Name

Agreed to and accepted by:



Landlord Signature

Landlord Full Name

