

## OFFICE SPACE LEASE AGREEMENT

1. **PARTIES:** This Office Space Rental Agreement ("Agreement"), effective as of \_\_\_\_\_, is between:

Landlord: \_\_\_\_\_ ("Landlord") with a mailing address of \_\_\_\_\_ and,

Tenant: \_\_\_\_\_ ("Tenant") with a mailing address of \_\_\_\_\_.

The Landlord and Tenant are each referred to herein as a "Party" and, collectively, as the "Parties."

2. **PREMISES:** Located at \_\_\_\_\_ with approximately \_\_\_\_\_ square feet ("Premises").
3. **TERM:** Lease begins on \_\_\_\_\_, and continues: (check one)

☐ - **End Date.** Until the end date of \_\_\_\_\_ ("Term").

☐ - **Month-to-Month.** On a month-to-month basis, either party can terminate by providing at least \_\_\_\_\_ days' notice.

4. **RENEWAL:** The Tenant shall: (check one)

☐ - **Renewal.** The Tenant has the option to renew this Agreement under the following terms: \_\_\_\_\_.

☐ - **No Renewal.** After the initial Term, this Agreement shall terminate.

5. **RENT:** The Tenant is required to pay the Landlord the following amount during the Term of this Agreement:

Monthly Rent: \$ \_\_\_\_\_ ("Rent")

Due Date: \_\_\_\_\_ day of the month

Payment Instructions: \_\_\_\_\_.

6. **USE:** The Premises shall be usable by the Tenant for standard office use. Other uses of the Premises are: (check one)

☐ - **Permitted.** The Premises shall be used by the Tenant for office use in addition to the following: \_\_\_\_\_.

☐ - **Prohibited.** Any other use for the Premises is strictly prohibited.

# Contracting For Space

**Lesley Jane Smith,Ingo  
Baumann,Susan-Gale Wintermuth**

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