



LEASE SUMMARY FOR REAL ESTATE

Note: This form is for internal use to enable the agent to easily verbally communicate the critical terms of the lease to prospective buyers and cooperating broker/agents. Only the appropriate blanks need to be completed.

Prepared by: _____ Date: _____

Business Name: _____

Business Address: _____
Street City State Zip

Lease: Expiration Date: _____

Options: Number: _____ Length (Yrs): _____

Square Feet Building: _____; Lot: _____

Base Rent: \$ _____ Per: _____

Percentage Rent: _____ % of: _____

Security Deposit: _____

Escalator: _____ % per year based on _____ CPI; or Other: _____

Triple Net: Yes No Taxes: _____

CAM: _____ Insurance: _____

Total Rent per P&L: _____ Months: From _____ To _____

Assignable Lease: Yes No Landlord Approval Required: Yes No

Lease Transfer Fee: Yes No Amount: _____

Exclusion Covenants: _____

Restrictive Covenants: _____

Has Broker/Agent contacted Landlord? Yes No

Did the Owner notify the Landlord? Yes No

Landlord/Property Management Company: _____

Contact: _____
Name Title Telephone Email

Address: _____
Street City State Zip

Date Contacted: _____ Response: _____

Follow-up Needed: _____

Additional Comments: _____

This Lease Summary is for internal use as a reference tool. Prospective buyers should have the complete lease, not this summary. Interested buyers are encouraged to use the services of a qualified attorney to review the lease before closing on a sale of this business.