

**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.*