

**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.*