

Office Lease Agreement Template

Created by:

[Landlord.FirstName] [Landlord.LastName]
[Landlord.Company]

Prepared for:

[Tenant.FirstName] [Tenant.LastName]
[Tenant.Company]

I. PARTIES

This Office Lease Agreement (herein, the "Agreement") is made and entered into by and between: [Landlord.Company] (herein, the "Landlord"), with a mailing address of [Landlord.StreetAddress] [Landlord.City] [Landlord.State] [Landlord.PostalCode], and [Tenant.Company] (herein, the "Tenant"), with a mailing address of [Tenant.StreetAddress] [Tenant.City] [Tenant.State] [Tenant.PostalCode], each a party, collectively referred to herein as the "Parties," on [Document.CreatedDate].

II. PREMISES

The Landlord leases to the Tenant the property (Herein, the "Premises") located at *(insert property address)*. The Premises consist of approximately *(insert square footage)* of rentable office space and includes the following amenities: *(list amenities)*. The Tenant shall have the right to use and occupy the Property during the term of this Agreement.

The Landlord and Tenant agree that the Premises are in good condition and fit for the use intended by the parties. The Landlord warrants no known damage to the building, which may cause any alterations or repairs necessary to correct such damage to be charged to the Tenant.

III. TERMS

This agreement will be a term of *(insert number)* months, starting on *(date)* and ending on *(date)* (herein, the "Lease Term").

The Tenant shall have the option to renew this Agreement for an additional (number) years upon written notice to the Landlord at least (number) months before the end of the initial term, provided the Tenant is in full compliance with all terms and conditions of this Agreement at the time of renewal.

IV. RENT PAYMENT

The Tenant shall pay the Landlord the sum of *(insert amount)* as rent for the Property, payable in monthly installments of *(insert amount)* on the *(day)* of each month. If rent is not paid within *(number)* days of the due date, a late fee of *(amount)* will be assessed.

The rent shall be paid in the following manner: *(insert mode of payment, e.g., online bank transfer, cash, check, etc.)*

IV. SECURITY DEPOSIT

The Tenant shall deposit with the Landlord the sum of *(insert amount)* as a security deposit to be held by the Landlord as collateral for the Tenant's performance of its obligations under this Agreement.

The security deposit shall be returned to the Tenant within *(number)* days of the end of the tenancy, provided the Tenant had fulfilled all of its obligations under this Agreement and has returned the Property to the Landlord in the same condition as when the tenancy began, reasonable wear and tear excepted.

V. USE

The Property shall be used by the Tenant solely for *(the purpose of tenancy)*. The Tenant shall not use the Property for any illegal or unlawful purposes and shall not engage in any activity that is a nuisance or annoyance to the Landlord or other tenants in the building. The Tenant shall not make any alterations or improvements to the Property without the prior written consent of the Landlord.

VI. MAINTENANCE AND REPAIRS

The Landlord shall be responsible for maintaining the Property in good repair and condition, including the heating, ventilation, and air conditioning systems, electrical and plumbing systems, and all common areas. The Tenant shall be responsible for keeping the Property clean and in good condition

and shall immediately notify the Landlord of any needed repairs. The Tenant shall not perform any repairs or alterations to the Property without the prior written consent of the Landlord.

VII. UTILITIES AND OTHER EXPENSES

The Tenant shall be responsible for paying for all utilities and services used in connection with the Property, including but not limited to electricity, gas, water, and internet. The Landlord shall be responsible for paying for property taxes and insurance on the Property.

VIII. SUBLEASING

The Tenant shall not sublease the Property or any portion thereof without the written consent of the Landlord, which shall not be unreasonably withheld.

IX. TERMINATION

This Agreement may be terminated by either party upon (*number*) days' written notice if the other party breaches any material term or condition of this Agreement.

X. GOVERNING LAW

This Agreement shall be governed by the laws of the State of (*state*).

IN WITNESS WHEREOF, the parties have indicated their agreement to be bound by the terms and conditions of this Agreement by affixing their signatures below on the dates indicated.

[Landlord.FirstName] [Landlord.LastName]
[Landlord.Company]

[Tenant.FirstName] [Tenant.LastName]
[Tenant.Company]