

Lease Abstract Checklist	
Company:	Date:
Property Name:	Project #:
Abstractor:	
<b><u>Basic Lease Information</u></b>	<b><u>Term</u></b>
<input type="checkbox"/> Property Address	<input type="checkbox"/> Commencement Date
<input type="checkbox"/> Landlord	<input type="checkbox"/> Rental Commencement Date
<input type="checkbox"/> Tenant	<input type="checkbox"/> Early Occupancy Date
<input type="checkbox"/> Premises	<input type="checkbox"/> Holdover Provision
<input type="checkbox"/> Rentable Square Feet	<input type="checkbox"/> Expiration Date
<input type="checkbox"/> Suite #	<input type="checkbox"/> Delivery Date
<input type="checkbox"/> Pro-Rata Share	<input type="checkbox"/> Early Access Date
<input type="checkbox"/> Operating Hours	
<input type="checkbox"/> Permitted Use	<input type="checkbox"/> <b><u>Parking</u></b>
	<b><u>Additional Provisions</u></b>
<input type="checkbox"/> Security Deposit	<input type="checkbox"/> Tenant Options
<input type="checkbox"/> Late Fee	<input type="checkbox"/> Renewal
<input type="checkbox"/> Letter of Credit	<input type="checkbox"/> Relocation
<b><u>Rent</u></b>	<input type="checkbox"/> Right of First Offer or Refusal
<input type="checkbox"/> Minimum Rent	<input type="checkbox"/> Early Termination
<input type="checkbox"/> Operating Expenses/CAM Charges	<input type="checkbox"/> Other
<input type="checkbox"/> Cap on Management Fee	<input type="checkbox"/> Landlord Options
<input type="checkbox"/> Marketing Fee	<input type="checkbox"/> Renewal
<input type="checkbox"/> Real Estate Taxes	<input type="checkbox"/> Relocation
<input type="checkbox"/> Utilities	<input type="checkbox"/> Early Termination
<input type="checkbox"/> Expense Stop	<b><u>Insurance</u></b>
<input type="checkbox"/> Gross Up	<input type="checkbox"/> Commercial General Liability:
<input type="checkbox"/> Cap On OpEx or CAM	<input type="checkbox"/> Automobile Liability:
<input type="checkbox"/> Type of Cap on CAM	<input type="checkbox"/> Worker's Compensation:
<input type="checkbox"/> After Hours HVAC	<input type="checkbox"/> General Umbrella Coverage:
<input type="checkbox"/> Percentage Rental	<b><u>Legal</u></b>
<input type="checkbox"/> Breakpoint	<input type="checkbox"/> Assignment
<input type="checkbox"/> Sales Reporting	<input type="checkbox"/> Sublease
<b><u>Use Restrictions</u></b>	<input type="checkbox"/> SNDA
<input type="checkbox"/> Co-Tenancy	<input type="checkbox"/> Estoppels
<input type="checkbox"/> Exclusive Use	<input type="checkbox"/> Default
<input type="checkbox"/> Radius Restriction	<b><u>Additional Information</u></b>
<input type="checkbox"/> Go-Dark	<input type="checkbox"/> Guarantor/s
<input type="checkbox"/> Prohibited Use	<input type="checkbox"/> Guarantor's Address
<b><u>Notices</u></b>	<input type="checkbox"/> Duration of Lease Guaranty
<input type="checkbox"/> Landlords Address	<input type="checkbox"/> Broker/s
<input type="checkbox"/> Tenant's Address	<input type="checkbox"/> Broker's Address
<input type="checkbox"/> Additional Address	<b><u>Additional Provisions</u></b>
<input type="checkbox"/> Tenant's Billing Address	<input type="checkbox"/>
<b><u>Tenant Improvements</u></b>	<input type="checkbox"/>
<input type="checkbox"/> T.I. Allowance	<b><u>Audit Issues/ Comments</u></b>
<input type="checkbox"/> Landlord's Work	<input type="checkbox"/>
<input type="checkbox"/> Tenant's Work	<input type="checkbox"/>
<input type="checkbox"/> Signage	<input type="checkbox"/>
<input type="checkbox"/> Handover Condition of Premises	<input type="checkbox"/>
<input type="checkbox"/> Repair and Maintenance	<input type="checkbox"/>
<input type="checkbox"/> Landlord's Access	<input type="checkbox"/>
<input type="checkbox"/> Personal Property	<input type="checkbox"/>

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