

# LEASE PROPOSAL

**Date:**

**Landlord:**

**Tenant:**

**Premises:** Approximately \_\_\_\_\_ of office space located at:

**Term:** ( ) Year(s)

**Base Rent:** Rate/SF: \$                      Annually: \$                      Monthly: \$

**CAM, Taxes  
& Insurance:**

Estimated at:

- |                       |                                     |
|-----------------------|-------------------------------------|
| A) Heat               | H) Interior Repairs after Occupancy |
| B) Electricity        | I) Trash Removal                    |
| C) Water/Sewer        | J) Janitorial                       |
| D) Air Cond.          | K) HVAC Repair                      |
| E) Real Estate Taxes  | L) Snow Removal                     |
| F) Insurance          | M) Parking Lot Maintenance          |
| G) Structural Repairs | N) Roof Repairs                     |

If starred (\*), the Tenant is paying as part of the CAM charge.  
(T) Tenant is paying. (L) Landlord is paying.

**Escalations in Base  
Rent:**

Base rent will be increased each year by three percent (3%):

YR 1: \$	Annually: \$	Monthly: \$
YR 2: \$	Annually: \$	Monthly: \$
YR 3: \$	Annually: \$	Monthly: \$
YR 4: \$	Annually: \$	Monthly: \$
YR 5: \$	Annually: \$	Monthly: \$

**Occupancy Date:**

**Rental Commencement:**



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**Options:**

**Expiration Date:**

**Advance Rental:**

**Security Deposit:  
(In Advance)**

**Signage:**

**Use Clause:**

**Parking:**

**Landlord's Improvements  
to Premises:**

**Tenant's Work:**

**Address for Notices:**

**Phone Number:**

**Sublease Provision:**



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All payments made on account of the real estate transaction contemplated by this Proposal to Lease, regardless of the form in which said payments are made, whether by judgment note or other instrument, and regardless of the person designated as payee, shall be retained by the Broker in an escrow or fiduciary account for the benefit of the parties to the transaction in accordance with the Real Estate licensing law of the Commonwealth of Pennsylvania, and the Rules and Regulations issued thereunder, and shall be disbursed upon the commencement of the lease.

BROKER(S): Commercial-Industrial Realty Company (CIR) is agent for Landlord and Tenant. Bill Gladstone is the designated agent for both.

Tenant and Landlord have received and reviewed the Consumer Notice adopted by the State Real Estate Commission at 49 PA Code 35.336. The definitions of business relationships and the duties required of licensees as set forth in the Notice are incorporated here as though set forth at length.

This is a proposal only, NOT a binding agreement. Its purpose is to facilitate negotiations pursuant to a formal, binding lease agreement. It is further understood that neither party is bound to the above proposals until said proposals are included into a lease agreement, and said agreement is executed by Landlord and Tenant.

**ACCEPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_**

**ACCEPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_**

FOR: \_\_\_\_\_  
(Tenant)

FOR: \_\_\_\_\_  
(Landlord)

BY: \_\_\_\_\_

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

ITS: \_\_\_\_\_



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