

Lease Proposal Template

Operations Resource

Date

Name

Address

City, State, ZIP

RE: Location

Dear Realtor:

Thank you for requesting a proposal to lease medical office space at the [Location]. The owner of this property is very interested in having [Clinic] as a Tenant and hopes the terms outlined in this proposal will meet with your approval.

The [Location] is located at location, [description follows] . Other building features include:

- Feature 1
- Feature 2
- Feature 3
- Feature 4
- Feature 5

Tenant: Dr. First Last, dba Clinic Name

Building: Name
address
City State zip

Premises:

We understand that **Dr. First Last** will require approximately 1,300 to 1,500 RSF. We can accommodate this requirement in a portion of Suite X. Suite X is located across the hall from X Family Medicine Clinic's new offices. This suite contains approximately 3,533 rentable square feet and can be divided to meet your needs. Tenant's rentable square footage will include a load factor of approximately 16.46% for allocation of building lobby and common areas.

Lease Commencement: Date [3 months hence] or the date Tenant opens for business whichever is earlier.

Lease term: Tenant may lease space at the location on a Seven (7) or Ten (10) year term.

Rental Rate: The base rent will be \$23.00/RSF, NNN and will increase 3% each year during the initial lease term.

In addition to the Rental Rates outlined above, Tenant shall be responsible for its pro rata share of all operating expenses.

Rent Abatement: The first three (3) months of base rent shall be abated.

Use: Chiropractic and related services

Real Estate Taxes and Operating Expenses: The Operating Expense budget for 2007 is estimated at \$7.00 per rentable square foot. The operating expense budget includes standard janitorial services to the Tenants premises. Tenant may contract directly for janitorial services to the premises with a vendor they select if there is a need for special janitorial services and the estimated operating expenses would be reduced by approximately \$1.00 per square foot.

Tenant Improvements: Landlord will deliver the premises on an “as is” basis and shall provide Tenant with an improvement allowance in an amount not to exceed:

Option A Seven (7) year term - \$30.00 per rentable square foot.

The cost of any improvements that exceed the allowance provided shall be a Tenant expense. This improvement allowance is provided to cover the cost of constructing improvements within Tenant’s premises and may not be applied to the cost of furniture, fixtures and equipment. Cost of space planning may not be paid from the tenant improvement allowance provided.

Designer name has been retained to provide construction management services at Location. These services will include:

- Oversight of space planning and construction documents
- Permit application
- Scheduling review and supervision
- On site supervision of tenant improvement work
- Punch list review and move in coordination

These services are provided for the benefit of both Landlord and Tenant and are necessary to ensure that construction of the premises is completed on schedule and within budget without sacrificing the quality that both Landlord and Tenant expect. A construction management fee for these services would be charged on an hourly basis with the total cost capped at \$1.50 per usable square foot. The landlord will pay the cost of these services.

- Signage:** Landlord shall provide building standard lobby directory and suite signage for Tenant.
- HVAC:** Building standard hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday, on generally accepted business days and 7:00 am to 1:00 pm Saturdays. HVAC service is available after standard building hours based on an hourly rate, which may be adjusted during the term of the lease based on cost of power and any additional maintenance needed.
- Security Deposit:** The amount of the Security Deposit required will be determined after review of Tenant's financial statements.
- Prepaid Rent:** The first months rent and estimated expenses will be due upon lease execution.
- Parking:** The Building has the ability to park approximately 4.5 cars per 1,000 square feet. Approximately 60% of stalls are located in the covered parking level. There will be no charge for parking during the initial lease term. Designated Visitor parking will be provided in the covered parking level near the elevator vestibule entries for Building B and Building C. Additional visitor parking will be located near the plaza area by the courtyard entries to Building's B & C.
- Amenities:** A newly remodeled and expanded Café is now open, providing excellent lattes, breakfast and lunch food services. Outdoor seating in the new plaza level courtyard will be an added feature to the new Café. An onsite conference room is currently available at no charge to all tenants at the building.
- Building Security:** After-hours and weekend access to the buildings are controlled by a card key access system. In addition, the building elevators are secured after hours and can be activated by a card key to provide Tenant with access to the floor they occupy.
- Agency Disclosure:** At the signing of this Agreement, agent 1 of CB Richard Ellis represents the Tenant and agent 2 of Kidder Mathews represents the Landlord. Each party signing this agreement acknowledges receipt of the pamphlet entitled "The Law of Real Estate Agency".
- Commission:** Landlord shall pay a real estate commission equal to 5% of the total net rental consideration paid over the first five years of the Lease, and 2.5% over the second five years of the Lease.

Contingency:

This proposal is subject to prior leasing and the Landlords review and approval of Tenant's financial statements.

It is clearly agreed and understood that this is a non-binding proposal to both parties. Only fully executed Lease documents shall bind the parties and shall contain their full agreement therein.

If the above terms and conditions are acceptable, please acknowledge by signing below and a formal agreement shall be drafted for the review and execution of both parties. We look forward to a favorable response to this proposal. Should you have any questions, please feel free to call.