

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Project: \_\_\_\_\_

## *Abstract Checklist*

*Please check the lease provisions you need summarized in your lease abstract and fax to: 732-333-2801. For more information please call: 1.877.56.LEASE.*

### *Basic Information*

- Landlord
- Tenant
- Sublease
- Property Address
- Floor #
- Suite #
- Rentable Square Feet
- Pro Rata Share
- Business Hours\*

### *Term*

- Lease Commencement Date
- Rent Commencement Date
- Lease Expiration Date
- Term
- Holdover

### *Rent*

- Base Rent
- Renewal Rent
- Rent Abatement
- Security Deposit
- Late Fee
- Interest

### *Percentage Rent*

- Gross Sales – Inclusions\*
- Gross Sales – Exclusions\*
- Breakpoints\*
- Sales Reporting\*
- Landlord Audit Rights\*

### *Additional Rent*

- CAM/Operating Expenses
- Real Estate Taxes
- Base Year/Expense Stop
- Gross Up
- Landlord's Insurance
- Utilities-Premises
- Marketing Fund\*
- Tenant Audit Rights
- After Hours HVAC
- Landlord Services
- Repairs/Maintenance

### *Tenant Options*

- Renewal
- Expansion
- Contraction
- Right of First Refusal
- Right of First Offer
- Termination
- Relocation
- Purchase

### *Landlord Options*

- Termination
- Relocation

### *Use/Restrictions*

- Permitted Use\*
- Prohibited Use
- Exclusive Use
- Tenant Radius Restrictions\*

- Continuous Operation/Go Dark\*
- Co-Tenancy\*
- Landlord Restrictions \*

### *Legal/Financial*

- Assignment & Subletting
- Subordination/SNDA
- Default
- Estoppel Certificate
- Landlord Notices
- Tenant Notices

### *Miscellaneous*

- Tenant's Insurance
- Tenant Improvements
- Alterations
- Casualty
- Condemnation
- Signage
- Parking
- Merchant's Association\*
- Environmental Provisions

### *Additional Information*

- Guarantor
- Brokers
- Additional Documents
- Missing/Conflicting Information

\*Applies only to retail leases.