



What to Look For in an Office Lease:

- Right of first refusal
- Sublease option
- Rent increases
- Term of lease
- Slip and fall insurance
- NNN vs full service
- Are utilities included?
- What's the door lock situation- is it on a timer or is the last out responsible for locking. How is the last out determined?
- Who cleans?
- Any safety or security issues that matter to you/your clients?
- Who controls the AC/Heat?
- Restroom cleaning + stocking is done by whom?
- What is the soundproof situation, sound machines in the hall?
- Notification of maintenance
- If you hire a real estate attorney, they can write in a rent abatement. That way if your landlord doesn't fix something necessary, you don't have to pay full rent during that time
- How quickly can you expect the landlord to respond?
- Most relevant right now might be a force majeure clause that allows the tenant to stop paying rent and/or to close if facing something like a pandemic.
- If you plan to be there for a while, consider having a real estate attorney look at the rental agreement.