

What to Look For in an Office Lease

Review every item before you sign anything

What to Look For in an Office Lease:

LEASE REVIEW CHECKLIST — QUESTIONS TO ASK

Before You Sign

- | | |
|--|--|
| <input type="checkbox"/> Right of first refusal | <input type="checkbox"/> Sublease option |
| <input type="checkbox"/> Rent increases | <input type="checkbox"/> Term of lease |
| <input type="checkbox"/> Slip and fall insurance | <input type="checkbox"/> NNN vs full service |
| <input type="checkbox"/> Are utilities included? | <input type="checkbox"/> Who cleans? |
| <input type="checkbox"/> Who controls the AC/Heat? | <input type="checkbox"/> Notification of maintenance |
|
 | |
| <input type="checkbox"/> 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? | |
| <input type="checkbox"/> Any safety or security issues that matter to you/your clients? | |
| <input type="checkbox"/> Restroom cleaning + stocking is done by whom? | |
| <input type="checkbox"/> What is the soundproof situation, sound machines in the hall? | |
| <input type="checkbox"/> How quickly can you expect the landlord to respond? | |

ATTORNEY TIPS

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.

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.