

Office Space Lease Contract

_____ (hereafter "Lessor") and _____
(hereafter "Lessee") hereby enter into a lease agreement under the following terms:

Lessor shall convey to Lessee use of the premises at:

The term of this lease shall be from **{MM/DD/YYYY}** until **{MM/DD/YYYY}** at midnight on each date. The Lessee will retain a renewal option until **{#}** days before the termination date.

The Lessee is obligated to pay Lessor a total of **{\$XX}** for the rights conveyed under this lease. The amount will be paid in monthly installments of **{\$XX}** per month. If not paid within **{#}** days, a late fee of **{\$XX}** will occur.

The Lessee shall put down a security deposit in the amount of **{\$XX}**, which will be distributed for damages and repairs as required by law.

The rental of the premises is intended solely as an office space, and shall be used only for conducting office business and related activities necessary to the company. There shall be no more than **{#}** people on the premises at the same time, and workers will be allowed onsite only during office hours, from **{time}** to **{time}**.

The Lessor will provide the following furnishings: **{Furnishings}**. These furnishings will remain on the premises at all times and will be returned to the Lessor in the same condition at the end of the lease.

The Lessee shall not store explosive/flammable/toxic chemicals or materials on the premises. Neither shall the Lessee use forklifts, tow trucks or mechanically powered equipment for freight handling on the premises.

The Lessee shall have access to **{#}** parking spaces for the purpose of employee and client parking. The Lessee shall be in charge of regulation and towing agreements in maintaining the parking lot.

The Lessor shall pay for insurance with the following conditions: **{Conditions}**

The Lessee shall pay for insurance with the following conditions: **{Conditions}**

The Lessee shall be responsible for janitorial services, waste disposal, utilities and the following taxes: **{Taxes}**

The Lessor shall be responsible for maintenance, repairs, and the following taxes: **{Taxes}**

The Lessee will make no alterations without written consent of the Lessor and will obtain and maintain all necessary permits for equipment and business purposes.

The Lessee/Lessor shall have the right to terminate the lease with a {#} day notice under the following conditions: **{Conditions}**

Upon expiration or termination of this lease, Lessee shall return the property to Lessor in substantially the same condition in which the property was received by Lessee.

In witness to their agreement to the terms of this contract, the parties affix their signatures below:

Lessor, signature & date

Address _____

City, state, ZIP _____

Lessee, signature & date

Address _____

City, state, ZIP _____