



# OFFICE LEASE AGREEMENT

**TENANT****LANDLORD****PURPOSE**

The purpose of this Office Lease Agreement is to make sure that both parties are aware of their responsibilities in this agreement. Here are the lease property details:

Lease Property Type: \_\_\_\_\_

Lease Property Description:

Lease Property Address:

**TERM**

Office occupancy will start on \_\_\_\_\_.

The effectivity of this Office Lease Agreement will start on \_\_\_\_\_ until \_\_\_\_\_.

**PAYMENT**

The monthly rent is \_\_\_\_\_.

The monthly rent will be collected \_\_\_\_\_.

An initial deposit of \_\_\_\_\_ will be required.

The selected payment method is \_\_\_\_\_.

The Landlord is not allowed to increase the rent payment in 1 year. It means that it can only be increased once every year.

The Landlord will provide a receipt for every payment. A printed copy will be provided and a digital copy will be sent to the tenant's email.

**ALTERATIONS**

Alterations and upgrades that could affect the structure and or hardware component of the leased property are not allowed without written permission from the Landlord.

# OFFICE LEASE AGREEMENT

## INDEMNIFICATION

The Landlord will not be liable for any expense, damage, or loss to any person or Tenant's property.

The Landlord will not be liable for theft.

The Landlord will not be liable for any injury, illness, or damage to other persons.

## INSPECTION, REPAIRS, MAINTENANCE

Major repairs or issues with the leased property will be handled by the Landlord. The Landlord has the right to perform an inspection of the leased property provided that the given date and time are shared with the Tenant.

## SUBLETTING

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

## OTHER RULES

**Number of People** - The leased property should only be used by the specified number of people when this agreement was signed. Overcrowding of the leased property can lead to a warning or eviction.

**Smoking** - Smoking is not allowed in the vicinity of the leased property. Written consent from the Landlord is needed.

**Pets** - Pets are allowed provided that they will be limited and the Tenant will be responsible for handling them. A separated document policy will be provided and needs to be signed. Also, written consent from the Landlord is required.

**Garbage** - Garbage disposal should be done appropriately in accordance with the local law and internal agreement between the landlord and the tenant. Recycling products are heavily promoted.

**Respect** - The Tenant should respect the property, neighbors, landlord, and any personnel in the vicinity of the property.

**Visitors** - Visitors are allowed to visit the rental property.

**Activities** - The Tenant agrees not to perform any illegal or unlawful activities.

## INSURANCE

The Landlord will be responsible for the insurance of the leased property including the building structure and the elements that are pre-built or pre-installed prior to the tenant.

The Tenant will be responsible for the insurance of his/her personal belongings, consumables, or anything that belongs to him/her.

# OFFICE LEASE AGREEMENT

## DEFAULT

The Tenant is not allowed to assign the ownership, responsibilities, or commitment of the leased property. The Tenant is not allowed to sublet the leased property.

## SAFETY

The Landlord and Tenant will be responsible for making sure the leased property is safe prior to or before the Tenant occupies it. Safety compliances should be implemented in order to make sure that the property is safe which includes: Building structure safety, electrical safety, gas safety, water safety, smoke detectors, and furnishings.

A Safety Inspector officer can be hired from time to time to inspect the location.

## CONFIDENTIALITY

All the information and content of this Office Lease Agreement are considered strictly confidential. If a third party needs to view it, written approval or authorization should be provided by both parties.

## AMENDMENT

No modification or change of this Office Lease Agreement shall be considered valid unless made in writing and agreed upon by the involved parties.

## GOVERNING LAW

This Office Lease Agreement shall be governed under the law of \_\_\_\_\_.

## SIGNATURE

By signing below, you agreed to the terms and conditions, payments, and all the content of this Office Lease Agreement.

**Tenant Signature**

**Landlord Signature**

\_\_\_\_\_

\_\_\_\_\_

**Date Signed**

**Date Signed**

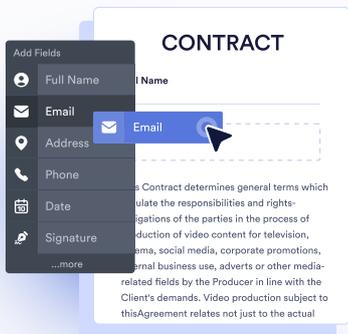


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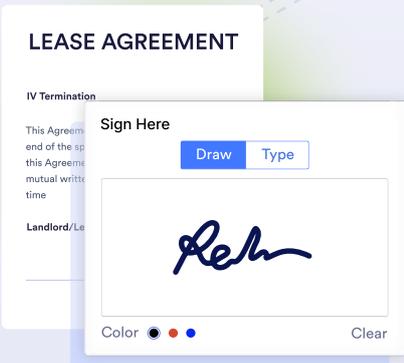
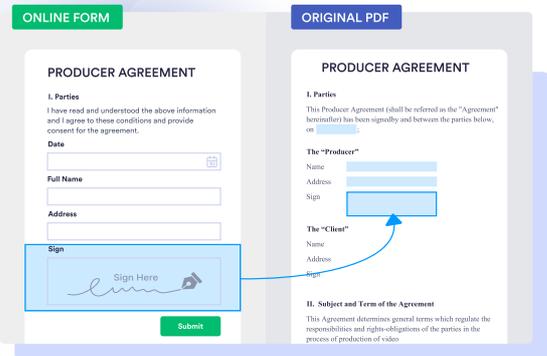
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