

MODEL CHECKLIST

Assemble and Record All Lease Documents

The following checklist was prepared with the help of Santa Monica attorney Susan Fowler McNally. Use it to record and assemble all the documents that form a lease, so that you can keep complete leases in your files.

The checklist lists various documents that often are part of

a lease. It leaves space to include identifying information and has checkboxes so you can indicate which documents a particular lease includes. You can modify the checklist to take into account the kinds of documents your leases usually include.

CLLI0108

LEASE DOCUMENTS CHECKLIST *(Check if used)*

- | | | |
|--|--|--|
| <input type="checkbox"/> Lease Form
DATED: _____
LANDLORD'S NAME: _____
TENANT'S NAME: _____
PREMISES ADDRESS: _____ | <input type="checkbox"/> Commencement Date Notice

<input type="checkbox"/> Guaranty of Lease
GUARANTOR'S NAME: _____

<input type="checkbox"/> Letter of Credit

<input type="checkbox"/> Subordination, Nondisturbance & Attornment Agreement

<input type="checkbox"/> Amendment of Lease #1
DATED: _____
PURPOSE: _____

<input type="checkbox"/> Amendment of Lease #2
DATED: _____
PURPOSE: _____

<input type="checkbox"/> Side Letter Agreement
DATED: _____
PURPOSE: _____

<input type="checkbox"/> Storage Lease | <input type="checkbox"/> Rent Relief Agreement

<input type="checkbox"/> Signage Agreement

<input type="checkbox"/> Parking Agreement

<input type="checkbox"/> Letter Exercising Option/Right
DATED: _____
OPTION/RIGHT: _____

<input type="checkbox"/> Security Agreement <i>(for tenant improvement allowance)</i>

<input type="checkbox"/> Assignment of Lease
ASSIGNEE'S NAME: _____

<input type="checkbox"/> Consent to Assignment of Lease

<input type="checkbox"/> Sublease
SUBTENANT'S NAME: _____

<input type="checkbox"/> Consent to Sublease |
| <input type="checkbox"/> Addendum to Lease

<input type="checkbox"/> Rider to Lease

<input type="checkbox"/> Lease Exhibit A
TITLE: _____

<input type="checkbox"/> Lease Exhibit B
TITLE: _____

<input type="checkbox"/> Lease Exhibit C
TITLE: _____

<input type="checkbox"/> Lease Exhibit D

<input type="checkbox"/> Memorandum of Lease | | |