

MODEL LETTER

Give Tenant Letter to Avoid Liability for Contractor's Mistakes

Here is a Model Letter, drafted by New Jersey attorney Marc L. Ripp, that you can adapt and send to your tenants when you give them approval to use particular contractors to work in the tenants' space. Show this letter to your attorney before sending it to your tenants.

Dear Tenant:

This letter shall confirm Landlord's receipt of a notice dated *[insert date]* ("Notice") from *[insert name of Tenant]*. The Notice requests that Landlord approve in writing the contractors, subcontractors, service providers, suppliers, and vendors listed on page 2 of the Notice (collectively, "Proposed Contractors").

In connection with only Section *[insert #]* of the Lease Agreement dated *[insert date]* ("Lease Agreement") between Landlord and Tenant relating to the Premises, Landlord hereby approves the Proposed Contractors.

Please take note that this approval: (i) shall be without liability to or recourse against Landlord; (ii) shall not release Tenant from its obligations to strictly comply with each and every provision of the Lease Agreement; (iii) shall not constitute any warranty by Landlord regarding the adequacy, professionalism, competence, or experience of all or any of the Proposed Contractors; and (iv) shall not be construed to relieve Tenant from obtaining the express prior written approval of Landlord if Tenant seeks to: (a) hire any additional contractors, subcontractors, service providers, suppliers, or vendors; or (b) replace all or any of the Proposed Contractors.

If you have any questions or comments with regard to the foregoing, please do not hesitate to contact me.

Yours truly,
[Insert name, title, and company name]