



Yes MLS

Non-Binding Letter of Intent to Lease or Exchange Property

This letter is intended to set forth the following terms which Tenant is willing to lease the below captioned property:

1. **Property:** _____

Approximately: _____ Sq. Ft. / Rent Sq. Ft. \$ _____
Monthly/Annual _____ Common Area Charge: _____
Taxes and Insurance: _____ Association Fees: _____
Initial Term: _____ Renewal Options: _____
Use Clause: _____
Special Lease Clause(s): _____

Landlords Work: _____

2. **“Tenant:”**
Trade Name: _____
Representative: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Signatory: _____ Title: _____
Lease Guaranteed through the _____ lease year.

Final Statement: _____ On File _____ Requested _____ Not Required

3. **“Broker:”**
In consideration of Broker’s efforts and services to procure the above-named tenant for the real estate, Owner agrees to pay Broker a commission of _____ % of gross minimum rent for the initial term, and _____ % of the gross minimum rent for the renewal terms, and, if the property is purchased by Tenant, _____ % of the purchase price less commission paid in conjunction with this Lease regardless of agency relationships. The commission shall be deemed earned when a binding contract for lease or exchange has been executed and/or Tenant occupies the property, whichever comes first.

4. This Letter of Intent does not constitute an offer to lease or exchange, and is not binding until a Lease or exchange, based upon the terms outlined herein is executed by both parties on or before _____.

APPROVED:
Owner/Landlord:
Signature: _____
Date: _____

APPROVED:
Tenant:
Signature: _____
Date: _____

Broker/Company Name: _____
Signature: _____ Date: _____