



COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PROJECT: \_\_\_\_\_

# Abstract Checklist

## Basic Information

- LANDLORD
- TENANT
- SUBLEASE
- PROPERTY ADDRESS
- FLOOR #
- SUITE #
- RENTABLE SQUARE FEET
- PRO RATA SHARE
- BUSINESS HOURS\*

## Term

- LEASE COMMENCEMENT  DATE
- RENT COMMENCEMENT  DATE
- LEASE EXPIRATION DATE
- TERM
- HOLDOVER

## Rent

- BASE RENT
- RENEWAL RENT
- RENT ABATEMENT
- SECURITY DEPOSIT
- LATE FEE
- INTEREST

## Percentage Rent

- GROSS SALES - INCLUSIONS\*
- GROSS SALES - EXCLUSIONS\*
- BREAKPOINTS\*
- SALES REPORTING\*
- LANDLORD AUDIT RIGHTS\*

## Additional Rent

- CAM/OPERATING EXPENSES
- REAL ESTATE TAXES
- BASE YEAR/EXPENSE STOP
- GROSS UP
- LANDLORD'S INSURANCE
- UTILITIES-PREMISES
- MARKETING FUND\*
- TENANT AUDIT RIGHTS
- AFTER HOURS HVAC
- LANDLORD SERVICES
- REPAIRS/MAINTENANCE

## Tenant Options

- RENEWAL
- EXPANSION
- CONTRACTION
- RIGHT OF FIRST REFUSAL
- RIGHT OF FIRST OFFER
- TERMINATION
- RELOCATION
- PURCHASE

## Landlord Options

- TERMINATION
- RELOCATION

## Use/Restrictions

- PERMITTED USE\*
- PROHIBITED USE
- EXCLUSIVE USE
- TENANT RADIUS RESTRICTIONS\*

- CONTINUOUS OPERATION/  
GO DARK\*
- CO-TENANCY\*
- LANDLORD RESTRICTIONS \*

## Legal/Financial

- ASSIGNMENT & SUBLETTING
- SUBORDINATION/SNDA
- DEFAULT
- ESTOPPEL CERTIFICATE
- LANDLORD NOTICES
- TENANT NOTICES

## Miscellaneous

- TENANT'S INSURANCE
- TENANT IMPROVEMENTS
- ALTERATIONS
- CASUALTY
- CONDEMNATION
- SIGNAGE
- PARKING
- MERCHANT'S ASSOCIATION\*
- ENVIRONMENTAL PROVISIONS

## Additional Information

- GUARANTOR
- BROKERS
- ADDITIONAL DOCUMENTS
- MISSING/CONFLICTING  
INFORMATION

*\*Applies only to retail leases.*