



## LETTER OF INTENT - LEASE

Date: \_\_\_\_\_

\_\_\_\_\_  
(Landlord's or Landlord's Broker's Name)  
\_\_\_\_\_  
\_\_\_\_\_

Re: Intent to Lease \_\_\_\_\_  
(Description of Premises)

Dear \_\_\_\_\_:

We represent \_\_\_\_\_ ("Tenant"). Tenant proposed to enter into a definitive agreement for the lease of the premises legally described on attached Exhibit A (the "Premises") and commonly described, below, on the following terms:

1. Landlord.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Tenant.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Premises. \_\_\_\_\_
4. Square Footage. Tenant proposes to lease \_\_\_\_\_ square feet.
5. Lease Commencement; Term. The Lease, as proposed, will commence on or about \_\_\_\_\_ and will last for a term of \_\_\_\_\_ months.
6. Options. Tenant will have \_\_\_\_\_ options to extend the Lease, each for a period of \_\_\_\_\_ years.
7. Rent. Tenant proposes to pay rent in the monthly amount of \$ \_\_\_\_\_,  gross or  plus triple net expenses, provided triple net expenses do not exceed \$ \_\_\_\_\_ per square foot at Lease commencement.
8. Security Deposit. Tenant will pay a security deposit not to exceed \$ \_\_\_\_\_.
9. Permitted Use. Tenant will use the Premises for the following purposes: \_\_\_\_\_  
\_\_\_\_\_
10. Utilities. Landlord will provide standard and customary utilities to the Premises.
11. Tenant Improvements. Landlord will offer a tenant improvement allowance equal to \$ \_\_\_\_\_ per square foot.



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12. Brokerage Commission. Landlord agrees to pay the undersigned real estate brokerage firm ("Tenant's Broker"), which represents Tenant, a commission calculated and payable in accordance with any separate commission agreement or co-brokerage agreement. If there is no such separate agreement, the Seller agrees to pay Tenant's Broker a commission calculated as follows: \_\_\_\_\_

\_\_\_\_\_.

The commission shall be due and payable one-half upon execution of the Lease and one-half upon occupancy of the Premises. The Premises are commercial real estate for purposes of RCW 60.42 and RCW 64.06. Tenant's Broker is an intended beneficiary of this commission obligation and it cannot be cancelled or changes without Tenant's Broker's written consent. The prevailing party shall be entitled to attorneys fees and costs in the event of a dispute to collect a commission owed to Tenant's Broker, whether or not suit is filed.

13. Exclusive Negotiations. By this letter of Intent, the parties commit themselves to negotiate exclusively and in good faith with each other for a minimum period of \_\_\_\_\_ (\_\_\_\_\_) days from the date this Letter of Intent is accepted.

14. Binding Agreement. This Letter of Intent does not address all essential terms of the Lease or the transaction, and a binding agreement for a lease of the Premises shall not exist between Tenant and Landlord until they execute the Lease, except with respect to the provisions of this Letter of Intent regarding brokerage commissions and exclusivity of negotiations. This Letter of Intent shall not constitute a reservation of space nor an option on the Premises.

15. Additional Terms.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the parties are willing to proceed with negotiations for the lease of the Premises on these terms and condition, please sign this Letter of Intent where indicated below and return it to our offices.

Very truly yours,

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

CC: \_\_\_\_\_



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APPROVED AND AGREED:

**TENANT:**

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**LANDLORD:**

\_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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### EXHIBIT A (Legal Description)