

Company: _____

Date: _____

Contact: _____

Project: _____

Abstract Checklist

Please check the lease provisions you need summarized in your lease abstract and fax to: 732-333-2801

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.