



COMPANY: _____

DATE: _____

CONTACT: _____

PROJECT: _____

Abstract Checklist

Basic Information

- LANDLORD
- TENANT
- PROPERTY ADDRESS
- FLOOR #
- SUITE #
- RENTABLE SQUARE FEET

Term

- LEASE COMMENCEMENT DATE
- LEASE EXPIRATION DATE
- 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

- PRO RATA SHARE
- 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
- 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
- SUBLEASE

**Applies only to retail leases.*