



GREATER HARTFORD ASSOCIATION OF REALTORS®, INC.

LETTER OF INTENT TO LEASE COMMERCIAL REAL ESTATE



This Letter of Intent contains the principal business terms under which Tenant and Landlord would consider entering into a lease for the Property described below. **This Letter of Intent is not intended, nor shall it be deemed or interpreted, to be a lease between Tenant and Landlord.** Rather, this letter constitutes the agreement of Tenant and Landlord to conduct further negotiations concerning a written lease.

Tenant and Landlord agree to negotiate in good faith, and will endeavor to negotiate and enter into a lease within \_\_\_\_\_ days after Landlord signs this Letter of Intent. Either Tenant or Landlord may, for any reason and without cause, terminate negotiations of the lease at any time by giving written notice of such termination on the other party.

(Note: items below preceded by boxes are applicable only if checked)

**Landlord:** \_\_\_\_\_

**Landlord's Address:** \_\_\_\_\_

**Tenant:** \_\_\_\_\_

**Tenant's Address:** \_\_\_\_\_

**Property:** Street address: \_\_\_\_\_

Office/Unit No.: \_\_\_\_\_

Square feet: \_\_\_\_\_

Town: \_\_\_\_\_, Connecticut

**Permitted Use:** Approval(s) to be obtained: \_\_\_\_\_

Check as applicable:  New Lease  Extension of Existing Lease  Other

**Lease Commencement Date:** \_\_\_\_\_

**Term:** \_\_\_\_\_

**Base Rent:** Year \_\_\_\_\_ through \_\_\_\_\_ : \$ \_\_\_\_\_

Year \_\_\_\_\_ through \_\_\_\_\_ : \$ \_\_\_\_\_

Year \_\_\_\_\_ through \_\_\_\_\_ : \$ \_\_\_\_\_

Year \_\_\_\_\_ through \_\_\_\_\_ : \$ \_\_\_\_\_

Year \_\_\_\_\_ through \_\_\_\_\_ : \$ \_\_\_\_\_

Other: \_\_\_\_\_

**Additional Rent** (if applicable): \_\_\_\_\_

**Landlord Initial** \_\_\_\_\_ **Date** \_\_\_\_\_ **Tenant Initial** \_\_\_\_\_ **Date** \_\_\_\_\_

**Common Area Maintenance (CAM) Charges:** \_\_\_\_\_

**Renewal Option(s):** \_\_\_\_\_

**Parking:** Reserved spaces: \_\_\_\_\_

Unreserved spaces: \_\_\_\_\_

Other: \_\_\_\_\_

**Buildout/Improvements (if any) (check applicable box):**

<u>Item</u>	<u>Party Responsible</u>		<u>Party Paying for Item</u>	
_____	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant
_____	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant
<input type="checkbox"/> see attached plans	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant
<input type="checkbox"/> other: _____	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord	<input type="checkbox"/> Tenant

**Repairs/Maintenance/Utilities:**

<u>Item</u>	<u>Party Responsible</u> (check applicable box)	<u>Party paying for:</u>	
		Maintenance	Repair
Electric	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Heat	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Water	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Sewer	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rubbish	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Mechanicals	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Structural	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Roof	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Property Taxes	<input type="checkbox"/> Landlord <input type="checkbox"/> Tenant	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Landlord Initial \_\_\_\_\_ Date \_\_\_\_\_ Tenant Initial \_\_\_\_\_ Date \_\_\_\_\_

**Repairs/Maintenance/Utilities (cont):**

<u>Item</u>	<u>Party Responsible</u> (check applicable box)	<u>Party paying for:</u>	
		Maintenance	Repair
Insurance	<input type="checkbox"/> Landlord	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Tenant	<input type="checkbox"/>	<input type="checkbox"/>
Snow Removal	<input type="checkbox"/> Landlord	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Tenant	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping	<input type="checkbox"/> Landlord	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Tenant	<input type="checkbox"/>	<input type="checkbox"/>
Janitorial	<input type="checkbox"/> Landlord	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Tenant	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/> Landlord	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Tenant	<input type="checkbox"/>	<input type="checkbox"/>

**Signage:** \_\_\_\_\_

**Deposit:** \$ \_\_\_\_\_ good faith deposit payable upon execution of this Letter of Intent, to be applied to Security Deposit (if any) or refunded to Tenant if either party terminates negotiations, to be held in escrow by \_\_\_\_\_  
 \$ \_\_\_\_\_ payable upon execution of a lease between Tenant and Landlord.

**Assign/Sublet:**  Tenant may assign the lease or sublet all or any portion of the Premises only upon the prior written consent of Landlord, which consent will not be unreasonably withheld, conditioned or delayed.  
 Tenant may not assign the lease or sublet.  
 Other: \_\_\_\_\_

**Lease Expenses:** Each party will pay its own legal fees in connection with the negotiation of a written lease. Tenant will pay the costs of any inspections, title search or survey obtained by Tenant. \_\_\_\_\_

will pay any brokerage commission which may be due  
 \_\_\_\_\_ (landlord broker) and  
 \_\_\_\_\_ (tenant broker). Tenant  
 and Landlord recognize \_\_\_\_\_  
 and \_\_\_\_\_ as  
 the only real estate brokers or agents who brought about this transaction.

Landlord Initial \_\_\_\_\_ Date \_\_\_\_\_ Tenant Initial \_\_\_\_\_ Date \_\_\_\_\_

**Other:**

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

If the terms of this Letter of Intent are acceptable, please sign this letter in the space provided and return this letter to us by the close of business on \_\_\_\_\_, \_\_\_\_\_.

Very truly yours,

(Note: if a partnership all partners other than limited partners must sign; if a corporation an authorized officer must sign; if a limited liability company all members or an authorized member must sign.)

**TENANT** (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_  
General Partner/Duly Authorized Corporate Officer/Member/Individual

Address: \_\_\_\_\_

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

**LANDLORD** (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_  
General Partner/Duly Authorized Corporate Officer/Member/Individual

Address: \_\_\_\_\_

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