**PREPARING A LEASE FOR COMMERCIAL PREMISES**

**INSTRUCTION**

TO: JAY CHAUHAN

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LANDLORD

Name:

Address:

Telephone:

TENANT

Name:

Address:

Telephone:

LEASE

Commencement date of the lease:

Termination date of the lease:

Monthly rental amount:

Address of property to be rented:

NET LEASE

Is this a net lease? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_

(If it is a net lease, the tenant will pay for all the expenses incurred for the premises in addition to the rental amount agreed)

Who will be paying for utilities, hydro, water, heating, etc?

Landlord\_\_\_\_\_\_\_\_ Tenant\_\_\_\_\_\_\_\_

UTILITIES AND TAXES

Who will pay the cost of utilities, Landlord or Tenant?

Electricity:

Water:

Heating:

Gas:

Municipal Taxes:

REPAIRS

Who will pay the cost of maintenance and repairs?

Landlord\_\_\_\_\_\_\_\_ Tenant\_\_\_\_\_\_\_\_

INDEPENDENT LEGAL ADVICE

The landlord and the tenant should have independent legal counsel.

FEES

Fees will be based on time spent.

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

Date

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

 Client’s Signature

I understand that this document has been developed for the purpose of organizing the information necessary for my matter. I understand that by filling out this form I have not retained your services. Until I have signed a Retainer Agreement pursuant to the above matter, the Law Office of Jay Chauhan is not obliged to advise or act on my matter. I understand that I can send this document by fax, email or other means but **only** if instructed to do so by your office. I understand that some of the information contained may be confidential, and should I send this to your office without instruction to do so, I cannot hold you liable by any means.