

Your Name  
Your Contact Info

Date

(If property is near Berkeley)  
Jason Tobin  
Commercial Lessors, Inc.  
2437 Durant Ave., Suite A  
Berkeley, CA 94704  
510.548.3900

(If property is near Sacramento)  
David Carlson  
Commercial Lessors, Inc.  
3801 W Pacific Ave., Suite A  
Sacramento, CA 95820  
916.457.9900

**RE: Proposal to Lease  
Address of Space**

Dear Mr. Tobin or Mr. Carlson:

On behalf of yourself or company, I am pleased to submit the following Proposal to Lease space at premises under the following basic terms and conditions:

**1. Premise(s):** Address consisting of approximately # square feet of retail, office, warehouse, etc. space.

**2. Landlord Name & Address:** call for precise name or leave blank

**3. Tenant:** yourself or company

**4. Initial Term:**

**5. Option Term(s):**

**6. Base Rent:**

Year 1  
Year 2  
Year 3  
Etc.

**7. Percentage Rent:** N/A

**8. Additional Rent:** NNN expenses estimated at per month.

**9. Lease Term Commencement Date:**

**10. Rent Commencement Date:**

**11. Permitted Use:**

**12. Delivery of Premises:** Landlord shall deliver a structurally sound and water tight premise(s) in broom clean condition. Tenant shall receive premises in "As-Is" condition with all faults.

**[13. Tenant Work:** Subject to Landlord approval, Tenant shall do the following: \_\_\_\_\_]

**14. Building Maintenance:** Landlord shall be responsible to maintain the roof and unaltered building structure. [Tenant provides at its cost (excluding CAM) normal maintenance for all other interior portions of the Premises, plate glass maintenance and replacement, exterior painting, tenant's signage, any tenant alterations, utilities, indoor plumbing, HVAC upkeep, rubbish / garbage removal from the Premises, and cleaning of exterior walkways and stairs.]

**15. Signage:** Tenant may have use of the current roof sign and any other additional signs approved by the City of \_\_\_\_\_.

**16. Financial Statements:** Any lease shall be contingent upon Landlord's review of Tenant's financials.

**[17. Broker Commission:** It is understood that the Tenant is represented by \_\_\_\_\_ and Landlord is represented by \_\_\_\_\_ who shall split a broker commission 50/50.]

**THIS LETTER IS AN INVITATION TO NEGOTIATE AND IS NON-BINDING. TENANT AND LANDLORD RESERVE THE RIGHT TO NEGOTIATE WITH OTHER PARTIES. NO PARTY SHALL HAVE ANY LEGAL RIGHTS OR OBLIGATIONS WITH RESPECT TO ANY OTHER PARTY, AND NO PARTY SHOULD TAKE ANY ACTION OR FAIL TO TAKE ANY ACTION IN DETRIMENTAL RELIANCE UNTIL DEFINITIVE WRITTEN AGREEMENTS ARE PREPARED AND SIGNED BY ALL PARTIES INVOLVED.**

This proposal shall expire \_\_\_\_\_ *date* \_\_\_\_\_ at 5:00pm.

Yours very truly,

\_\_\_\_\_  
Name Date  
Tenant

Acknowledged:

\_\_\_\_\_  
Name Date  
Landlord