

Office Space Lease Agreement

This Office Space Lease Agreement ("Agreement") is made and entered into this ____ day of _____, 20____, by and between:

Landlord: _____

Address: _____

Tenant: _____

Address: _____

1. PREMISES

Landlord hereby leases to Tenant the office space located at _____ ("Premises").

2. TERM

The term of this lease shall commence on _____ and shall:

- ☐ Continue until _____
- ☐ Be a month-to-month tenancy

3. RENT

Tenant shall pay to Landlord rent of \$_____ per month, payable in advance on the first day of each month.

4. SECURITY DEPOSIT

Tenant shall pay a security deposit of \$_____ upon signing this Agreement.

5. USE OF PREMISES

The Premises shall be used only for general office purposes and no other purpose without Landlord's prior written consent.

6. MAINTENANCE AND REPAIRS

Tenant shall keep the Premises clean and in good repair. Landlord shall be responsible for structural repairs.

7. UTILITIES

☐ Landlord

☐ Tenant

shall be responsible for payment of utilities (specify: _____).

8. INSURANCE

Tenant is advised to obtain renters' insurance for personal property liability.

9. TERMINATION

This Agreement may be terminated by either party with _____ days' written notice, or by mutual agreement.

10. OTHER TERMS

Additional provisions, if any: _____

Landlord Signature:

Date: _____

Tenant Signature:

Date: _____

Important Notes:

- Both parties should carefully review all terms before signing.
- Check local laws for required disclosures and tenant rights.
- Ensure all blank spaces are completed or marked N/A.
- Keep copies of the signed Agreement for both Landlord and Tenant records.
- This is a generic template; legal advice may be necessary for your situation.