

# 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.