Laverty Chacón
Commercial Real Estate

Tenant Summary Sheet

Billing Address:		Owner/President:		Tenant:		
Name		Name		Name of Business		
Tilte		Title		Unit Number		
Address		Home Address		Address		
City, State, Zip		City, State, Zip		City, State, Zip		
Telephone Number		Home Telephone Number		Business Telephone Number		
Owner		Tax ID Number		Contact Name		
Lease Date	Square Feet	Date Occupied	Commencement Date	Ending	Term (Months)	Share of Property
Rent Due Date	Rent Late By	Late Charge % plus fees	LC Notice By	Use		
Holding Over		Late Charge Paragraph		Service Fee Paragraph		
				Additional Rent Paragraph		
CPI Index	Mo/Yr	Amount	Max	Prepaid Rent For		
Security Deposit		Parking	Rent Paragraph		CAM Paragraph	
Months	Rent $	-	Square Feet		Beginning	Ending
Months	Rent $	-	Square Feet	% Increase	Beginning	Ending
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Months	Rent $	-	Square Feet	% Increase	Beginning	Ending
Months	Rent		Square Feet	% Increase	Beginning	Ending
Options to Extend, Paragraph Number					Option Notice Due By	
Free Rent						
Tenant Improvements						
Operating Expenses, Taxes				1/12	Base Year	Tax Year
Termination Clause						
Guarantees		Date Insurance Received		Expires On	Coverage	
Leasing Agent		Company		Telephone Number	Commission	
Broker		Company		Telephone Number	Commission	