



LEASE ABSTRACT FORM • Developed by NORRIS & STEVENS, INC.

TENANT INFORMATION

Property:	_____	Property No.	_____
Tenant Name (Per Lease):	_____	Telephone No.	_____
Address (Space)	_____	Suite No.	_____
City/State	_____	Zip Code	_____
Address (Notices/Mailings):	_____	Suite No.	_____
City/State	_____	Zip Code	_____
Contact(s):	_____	Telephone No.	_____
Emergency Contact(s):	_____	Telephone No.	_____
Guarantor(s):	_____	FAX No.	_____

RENTAL INFORMATION

Date	Base Rent	\$ Per S.F.	Lease Type: Full Service/Net/NNN/Gross	CAM PERCENT% <input type="checkbox"/> Yes or <input type="checkbox"/> No	Tax PERCENT% <input type="checkbox"/> Yes or <input type="checkbox"/> No	Insurance PERCENT% <input type="checkbox"/> Yes or <input type="checkbox"/> No
	\$	\$		%	\$	%
			Notes:			

Indicate Billback or Separate Utility Information

If Additional Space is Needed, Please Attach Sheet

RENTAL ADJUSTMENT

Base Year _____

CPI Yes or No When?	Operating Cost Yes or No When?	Property Tax Yes or No When?	Insurance Yes or No When?	Percentage Yes or No When?
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Square Footage Indicate Useable or Rentable	Load Factor %	Pro Rata Share %	\$ Deposit	\$ Limits of Insurance Required	Late Fee % or \$	Interest Penalty %
S.F.	%	%	\$	\$		%

Commencement Date	Expiration Date	Option to Extend Date to be Exercised <input type="checkbox"/> Yes <input type="checkbox"/> No
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RENTAL CONCESSIONS / TENANT IMPROVEMENTS / OTHER AGREEMENTS:

Use	Exclusives
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ADDITIONAL NOTES: Indicate "First Rights," as to Purchase, Expand, Etc. Termination Rights, Penalties, Etc.

Prepared By: _____ Date: _____