

# Office Space Lease Agreement

## Lease Date

Enter date

## Landlord Name

Enter landlord's name

## Landlord Address

Enter landlord's address

## Tenant Name

Enter tenant's name

## Tenant Address

Enter tenant's address

---

## 1. Leased Premises

Describe the office space being leased, including address, suite number, and square footage.

## 2. Lease Term

Enter the start and end date of the lease.

## 3. Rent

Enter the monthly rent amount, due date, and payment method.

## 4. Security Deposit

Enter the security deposit amount and terms.

## 5. Utilities and Services

Detail which party is responsible for utilities and services.

## 6. Maintenance and Repairs

Outline the responsibilities for maintenance and repairs.

## 7. Use of Premises

State the permitted use of the office space.

## 8. Signatures

### Landlord Signature

Landlord signature

### Date

Date

### Tenant Signature

Tenant signature

### Date

Date