

# 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