

# Office Space Lease Agreement

This Office Space Lease Agreement ("Agreement") is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

**Landlord:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Tenant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

## 1. Premises

The Landlord hereby leases to the Tenant the office space located at:

\_\_\_\_\_  
("Premises").

## 2. Term

The term of this Lease shall commence on \_\_\_\_\_, 20\_\_\_\_, and expire on \_\_\_\_\_, 20\_\_\_\_, unless otherwise terminated in accordance with this Agreement.

## 3. Rent

The Tenant agrees to pay a monthly rent of \$\_\_\_\_\_, payable in advance on the first day of each month to the Landlord.

## 4. Security Deposit

The Tenant shall pay a security deposit of \$\_\_\_\_\_ upon signing this Agreement. The security deposit will be refundable as per the terms stated herein.

## 5. Utilities and Services

The following utilities and services shall be paid as follows:

- Electricity: Landlord / Tenant
- Water: Landlord / Tenant
- Internet: Landlord / Tenant
- Other: \_\_\_\_\_

## 6. Use of Premises

The Premises shall be used and occupied solely for office purposes and for no other purpose without prior written consent of the Landlord.

## 7. Maintenance and Repairs

The Tenant shall keep the Premises clean and in good order. The Landlord shall be responsible for structural repairs unless damage is caused by the Tenant.

## 8. Insurance

The Tenant is responsible for maintaining insurance coverage on their personal property located on the Premises.

## 9. Termination

Either party may terminate this Agreement by providing at least thirty (30) days' written notice to the other party.

## 10. Other Terms

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Landlord Signature

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Date

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Tenant Signature

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Date