

# Shared Office Space Lease Template

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

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

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

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

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

## 1. Premises

The Landlord hereby leases to the Tenant, and the Tenant hereby accepts, the shared office space located at:

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

**Suite/Room #:** \_\_\_\_\_

### Shared Resources Included (check all that apply):

- Conference Room(s)
- Restrooms
- Kitchen/Coffee Area
- High-Speed Internet
- Printers/Copiers
- Mail Service
- Other: \_\_\_\_\_

## 2. Term

The term of this lease shall commence on \_\_\_\_\_, 20\_\_\_\_, and terminate on \_\_\_\_\_, 20\_\_\_\_, unless extended or terminated earlier pursuant to this Agreement.

## 3. Rent

The Tenant agrees to pay the sum of \$\_\_\_\_\_ per month as rent. Payment shall be due on the \_\_\_\_\_ day of each month.

## 4. Security Deposit

Upon signing, Tenant shall pay a security deposit of \$\_\_\_\_\_ to cover damages beyond normal wear and tear.

## 5. Use of Premises

- Premises shall be used for office purposes only.
- No unlawful or unsafe activities are permitted.

- Tenant may not assign or sublet without Landlord's written consent.

## **6. Maintenance**

- Landlord is responsible for building maintenance and repairs.
- Tenant will keep their office area clean and notify Landlord of needed repairs.

## **7. Termination**

- Either party may terminate with \_\_\_\_ days written notice.
- Security deposit subject to deductions for damages or unpaid rent.

## **8. Additional Terms**

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Landlord Signature

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Date: \_\_\_\_\_

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Tenant Signature

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Date: \_\_\_\_\_