



**USA MANAGEMENT**  
 35110 Euclid Ave.  
 Willoughby, Ohio 44094  
 Phone - 440-942-8770  
 Fax - 440-918-1949

## LEASE PROPOSAL / LOI FORM

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

**Lessor:** \_\_\_\_\_

**Lessee(s) Name(s):** \_\_\_\_\_

**Lessee(s) Address:** \_\_\_\_\_

**Lessee email:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Suite:** \_\_\_\_\_

**Sq. Ft.:** Approximately      S/F

**Term:** \_\_\_\_\_ Years w/      Option(s) at      years each

Rent:	Years	Monthly Rent	Annual Rent
<b>Option Term Rent:</b>	(Option 1)		
	(Option 2)		

**Percentage Rent:** \_\_\_\_\_

**Lease Form:** \_\_\_\_\_

**Rent Commence Date:** \_\_\_\_\_

**Use:** \_\_\_\_\_

**Refundable Security Deposit:** \_\_\_\_\_ By  Check  Credit Card\*  
 (Maintain Equal to Rent)

<b>Advance Rent Due:</b>	<b>(First Monthly Rent Installment)</b>
<b>Utilities:</b>	<b>Separately metered</b>
<b>Triple Net Charges:</b>	<b>Lessee pays its pro rata share of:</b>
	1. Insurance s/f estimate
	2. Real Estate Taxes s/f estimate
	s/f estimate pro rata
	3. CAM <b>-OR-</b> s/f Year 1 w/3% annual cumulative increases
<b>Radius Restriction:</b>	_____
<b>Special Provisions:</b>	1. _____
	2. _____
	3. _____
	4. _____
	5. _____

<b>Real Estate Broker:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (check one)
<b>Real Estate Broker Name:</b>	_____
<b>Broker Company Name:</b>	_____
<b>Broker Commission %:</b>	_____ %
<b>Total Commission \$:</b>	_____

**This is neither a lease nor a contract to make a lease, but rather facts upon which a lease may be drafted. There shall be no lease until incorporated into a final written lease signed by both parties.**

**Lessee Approval:**

**Lessor Approval:**

\_\_\_\_\_  
By Date

\_\_\_\_\_  
by Date  
Property Owner representative

**Leasing Agent:**

\_\_\_\_\_  
Date

