

**SAMPLE LETTER OF INTENT**

**Proposal to Lease**

Date

Mr. Marty Indvik  
Lee & Associates | Central Coast  
1230 Higuera Street  
San Luis Obispo, CA 93401

**RE: Proposal to Lease**  
**(Address inserted)**

Dear Marty:

On behalf of xxxxx, I am pleased to present the following proposal to lease a portion of the aforementioned property.

1. **Lessee:** Xxxxxxx  
Company Information:  
Financial Information:
  
2. **Lessor:** Please provide.
  
3. **Premises:** Approximately sf/acreage, as shown on Exhibit A
  
4. **Term:** xx years
  
5. **Possession Date:** Xx/xx/xxxx
  
6. **Rent Commencement:** Xx/xx/xxxx
  
7. **Base Rent:** \$xx,xxx.xx NNN per month.
  
8. **NNN Expenses:** Lessee shall pay its proportionate share of NNN

9. **Utilities:** Lessee shall pay all separately metered utilities and its proportionate share of all common utilities (not already included in the NNN Expenses).
10. **Option to Extend:** xxxx
11. **Rent Increases:**
12. **Advance Rent:** Lessee shall pay the first months Base Rent and NNN Expenses upon Lease execution.
13. **Security Deposit:** Lessee shall provide Lessor a security deposit equal to one month's Base Rent and NNN Expenses.
14. **Use:** Please insert
15. **Property Condition:** Delivered as-is.
16. **Tenant Improvements:** ?
17. **Assignment / Subleasing:** Lessee shall have the right to assign and sublease, subject to Lessor's reasonable consent.
18. **Expiration of Proposal:** This Proposal shall remain in force until xx/xx/xxxx.

All parties acknowledge that this Proposal is not a Lease, and that it is intended as the basis for the preparation of a Lease by Lessor. In addition to the items set forth above, the Lease shall include customary provisions, shall be subject to Lessor's and Lessee's approval, and only a fully executed Lease shall constitute a Lease for the Premises.

(Signature block inserted by Lessee)

**AGREED AND ACCEPTED BY LESSOR OR ITS REPRESENTATIVE:**

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**BY**

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**DATE**