

COMMERCIAL RENTAL - TENANT CLIENT

Required:

- OneKey MLS - **Exclusive Right to Represent** Tenant Broker Agreement
- NYS Disclosure Form for **Landlord & Tenant Agency**
- NYS **Housing and Anti-Discrimination** Disclosure Form
- KWGC **Affiliate Services Advisory** to Agreement of Sale or Lease
- KWGC Important Notice to Consumer Regarding **Wire Fraud**
- Lessor **Lead Paint Disclosure** if Pre-1978 Construction (**Not required for rentals, but required for sales**)
- KWGC **Letter of Intent**
- KWGC Commercial Rental **Deal Sheet**
- KWGC **Closing Bill**

**EXCLUSIVE RIGHT TO REPRESENT
TENANT BROKER AGREEMENT**

This Agreement made by and between _____
with offices at _____ (hereinafter referred to
as "BROKER") and the person or persons who are named below and signed this
Agreement residing at _____ (hereinafter
referred to as "CLIENT").

1. Whenever the term TENANT is used in this Agreement, the same shall be construed to mean the CLIENT who executed the Agreement as well as any other person, firm, limited liability company, corporation or any governmental authority acting for the TENANT or on the TENANT's behalf.

EXCLUSIVE EMPLOYMENT

2. The TENANT hereby retains BROKER for the purpose of locating residential real property to be rented by TENANT in the State of New York, in the following locations:

under terms and conditions acceptable to TENANT.

3. The TENANT agrees to work exclusively with the BROKER and agrees not to retain or utilize the services of any other real estate broker or to negotiate directly with any owner/landlord in connection with the rental of residential real property except through or with the assistance of BROKER during the entire term of this Agreement.

4. If the TENANT enters into a contract or agreement to rent residential real property in the aforesaid locations during the term of this contract, the TENANT agrees to pay the BROKER a commission of \$_____ or _____% of one month's or one year's rent or _____ if the property is listed with a broker other than the broker providing services to the tenant under this agreement or \$_____ or _____% of one month's or one year's rent or _____ if the property is not so listed. The BROKER commission stated herein is in addition to any and all amounts, including commissions, that TENANT may owe to the Landlord. The BROKER commission stated herein shall be deemed earned as set forth in Paragraph 5 below.

5. The commission set forth in paragraph 4 above shall be payable by the TENANT to the BROKER in the event the TENANT either signs a written rental

contract or enters into an oral agreement under which the TENANT has either made a deposit which was accepted by the Landlord or has taken occupancy pursuant to renting the residential real property in one of the aforesaid locations prior to the expiration date of this Agreement or within _____ days after the expiration of the term of this Agreement where the TENANT was first introduced to said rental property by the BROKER. This paragraph shall not apply if the TENANT has in good faith signed an Exclusive Right to Represent Tenant Broker Agreement with another Broker after the expiration of this Agreement.

6. Client shall pay BROKER a non-refundable fee of \$_____ at the time of signing this Agreement which amount shall be credited against any commission due the BROKER hereunder.

7. TENANT and BROKER agree that if the Landlord or the Landlord's Broker offers a fee in the form of a commission, BROKER shall accept said fee from Landlord or Landlord's Broker. TENANT and BROKER also agree that should the fee so obtained be greater than the commission listed in paragraph 4 above, BROKER shall be entitled to retain the entire amount with no further payment from the TENANT. Should the fee so obtained be less than the commission listed in paragraph 4 above, TENANT shall pay BROKER the difference.

8. If the TENANT rents any such property and then purchases the same within twenty-four (24) months of first taking occupancy, then in addition to the commission set forth in Paragraph 4 above, the TENANT agrees to pay an additional commission at the time that the TENANT exercises such option or any successor in interest to the TENANT or assignee of the TENANT exercises such option of _____. If the property is listed with a real estate company or licensee, BROKER will accept a fee equal to the fee being offered to cooperating agents, but in no event less than the amount set forth in this Paragraph 8. If such fee, or any portion thereof, is paid by the seller or the seller's agent as a convenience of the transaction, CLIENT will be credited by BROKER for the amount so paid.

SERVICES PROVIDED BY BROKER

9. The BROKER shall only have such duties as are specifically set forth in this Agreement. There are no further representations other than what is stated herein. The BROKER undertakes to do the following:

a. The BROKER's sole and only services are to use reasonable efforts to locate an apartment acceptable to the TENANT, to negotiate a rental amount acceptable to the TENANT, and to be truthful and honest in representations made to the TENANT.

MISCELLANEOUS

10. TENANT understands that other clients and customers of BROKER may consider, make offers on, or rent through BROKER the same or similar properties as TENANT is seeking to acquire. TENANT consents to BROKER's representation of other tenant clients and customers and understands the right of BROKER to show such same or similar properties to said clients and customers.

11. Dual Agency: BROKER's firm represents both Landlords and Tenants. This means that it is possible that TENANT will want to lease a property owned by a Landlord whom BROKER also represents. A real estate firm or agent may represent more than one party in the same transaction but only with the knowledge and informed consent of all parties for whom the agent acts. This is called "Dual Agency". BROKER shall immediately advise both Landlord and TENANT when a Dual Agency has arisen. When a Dual Agency exists, the following options are available:

(1) The BROKER and TENANT could dissolve their Agency relationship. The TENANT may then seek to retain another broker. This would release the TENANT from any Tenant Broker Agreement which was entered into with the BROKER. BROKER may continue to act as agent for the Landlord.

(2) The BROKER and Landlord could dissolve their Agency relationship. The Landlord may then seek to retain another broker. This would release the Landlord from any listing agreement that was entered into with the BROKER. The BROKER may continue to act as Agent for TENANT.

(3) With fully informed consent, the Landlord and TENANT may elect to continue with the brokerage firm serving as a consensual Dual Agent, which is an exception to the rule that agents serve one principal. As a Dual Agent, the firm and its licensee agents have a duty of fairness to both principals. By mutual agreement the Landlord and TENANT may identify who will negotiate for each principal. For example: (a) the licensee who signed the TENANT as a principal of the brokerage firm may negotiate on behalf of the TENANT principal and (b) the licensee who signed the Landlord as a principal of the firm may negotiate on behalf of the Landlord principal.

12. The parties acknowledge and agree that neither LIBOR nor MSLI are parties to this Agreement and that BROKER is not an agent of either said organizations and has no authority to make any representation, agreement or commitment with respect to either of said organizations.

13. This Agreement may be amended only by an instrument in writing signed by the parties hereto.

14. This Agreement contains the entire understanding of the parties with respect to the subject matter of the Agreement, and it supersedes all prior understandings and

agreements, whether written or oral, and all prior dealings of the parties with respect to the subject matter herein.

15. Governing Law. This Agreement will be governed and construed in accordance with the Law of the State of New York.

16. This Agreement shall commence on _____ and terminate at midnight _____ days thereafter on _____.

BROKER cannot give legal advice. Read this Agreement carefully. If you do not understand the effect of this Agreement, consult your attorney before signing.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date first above written.

, BROKER

, TENANT

PRINT BROKER'S NAME

, TENANT

, AGENT

PRINT AGENT'S NAME



New York State Disclosure Form for Landlord and Tenant

THIS IS NOT A CONTRACT

New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.

Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.

If you need legal, tax or other advice, consult with a professional in that field.

Disclosure Regarding Real Estate Agency Relationships

Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable

skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the tenant.

Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord cannot provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their informed consent in writing. In such a dual agency situation, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency by indicating the same on this form.

Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate a sales agent to represent the tenant and another sales agent to represent the landlord. A sales agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the

New York State Disclosure Form for Landlord and Tenant

tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under

whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

This form was provided to me by _____ of _____
(Print Name of Licensee) (Print Name of Company, Firm or Brokerage)

a licensed real estate broker acting in the interest of the:

Landlord as a (check relationship below)

Tenant as a (check relationship below)

Landlord's Agent

Tenant's Agent

Broker's Agent

Broker's Agent

Dual Agent

Dual Agent with Designated Sales Agent

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

Advance Informed Consent Dual Agency

Advance Informed Consent to Dual Agency with Designated Sales Agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the landlord in this transaction.

(I) (We) _____ acknowledge receipt of a copy of this disclosure form:

Signature of Landlord(s) and/or Tenant(s):

Date: _____

Date: _____



New York State Housing and Anti-Discrimination Disclosure Form

Federal, State and local Fair Housing and Anti-discrimination Laws provide comprehensive protections from discrimination in housing. It is unlawful for any property owner, landlord, property manager or other person who sells, rents or leases housing, to discriminate based on certain protected characteristics, which include, but are not limited to **race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status**. Real estate professionals must also comply with all Fair Housing and Anti-discrimination Laws.

Real estate brokers and real estate salespersons, and their employees and agents violate the Law if they:

- Discriminate based on any protected characteristic when negotiating a sale, rental or lease, including representing that a property is not available when it is available.
- Negotiate discriminatory terms of sale, rental or lease, such as stating a different price because of race, national origin or other protected characteristic.
- Discriminate based on any protected characteristic because it is the preference of a seller or landlord.
- Discriminate by “steering” which occurs when a real estate professional guides prospective buyers or renters towards or away from certain neighborhoods, locations or buildings, based on any protected characteristic.
- Discriminate by “blockbusting” which occurs when a real estate professional represents that a change has occurred or may occur in future in the composition of a block, neighborhood or area, with respect to any protected characteristics, and that the change will lead to undesirable consequences for that area, such as lower property values, increase in crime, or decline in the quality of schools.
- Discriminate by pressuring a client or employee to violate the Law.
- Express any discrimination because of any protected characteristic by any statement, publication, advertisement, application, inquiry or any Fair Housing Law record.

YOU HAVE THE RIGHT TO FILE A COMPLAINT

If you believe you have been the victim of housing discrimination you should file a complaint with the New York State Division of Human Rights (DHR). Complaints may be filed by:

- Downloading a complaint form from the DHR website: www.dhr.ny.gov;
- Stop by a DHR office in person, or contact one of the Division’s offices, by telephone or by mail, to obtain a complaint form and/or other assistance in filing a complaint. A list of office locations is available online at: <https://dhr.ny.gov/contact-us>, and the Fair Housing HOTLINE at (844)-862-8703.

You may also file a complaint with the NYS Department of State, Division of Licensing Services. Complaints may be filed by:

- Downloading a complaint form from the Department of State’s website https://www.dos.ny.gov/licensing/complaint_links.html
- Stop by a Department’s office in person, or contact one of the Department’s offices, by telephone or by mail, to obtain a complaint form.
- Call the Department at (518) 474-4429.

There is no fee charged to you for these services. It is unlawful for anyone to retaliate against you for filing a complaint.



Division of Licensing Services

New York State
Department of State, Division of Licensing Services
(518) 474-4429
www.dos.ny.gov

New York State
Division of Consumer Rights
(888) 392-3644

New York State Housing and Anti-Discrimination Disclosure Form

For more information on Fair Housing Act rights and responsibilities please visit <https://dhr.ny.gov/fairhousing> and <https://www.dos.ny.gov/licensing/fairhousing.html>.

This form was provided to me by _____ (print name of Real Estate Salesperson/
Broker) of _____ (print name of Real Estate company, firm or brokerage)

(I)(We) _____

(Buyer/Tenant/Seller/Landlord) acknowledge receipt of a copy of this disclosure form:

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Real Estate broker and real estate salespersons are required by New York State law to provide you with this Disclosure.

AFFILIATE SERVICES DISCLOSURE / KELLER WILLIAMS NOTICES / and ELECTIONS
FOR BUYERS, SELLERS, LANDLORDS, and TENANTS (CONSUMERS)

Disclosure of Ownership and Financial Interest

This is to give notice that some owners and agents of the following real estate companies have common ownership and financial interests:

Keller Williams NYC - New York, NY

Keller Williams Realty Greater Nassau - Garden City, NY

Keller Williams Points North - Woodbury, NY

Keller Williams Realty Legendary - Franklin Square, NY

Keller Williams Realty Liberty - Ozone Park, NY

Keller Williams Realty Empire - Brooklyn, NY

Keller Williams Realty Gold Coast - Manhasset, NY

Keller Williams Realty Elite - Massapequa, NY

Disclosure of Business Relationship:

Further, this is to give notice that some owners and agents of the above-named real estate companies have a business relationship which may have financial or other benefits with certain providers of services related to your sale, purchase, or leasing of real estate. Consumers are **not required** to utilize any of these service providers. The names of the service providers and nature of the relationship are set forth below:

- 1) **1st Equity** - (Title and Closing Service) - 1st Equity National Title and Closing Services was established under the laws of New York and commenced business in 2003. Located in Melville, NY with offices in NJ and PA, they are a national title agency, licensed to do business across the country. Some owners and agents of the above referenced real estate companies and 1st Equity National Title and Closing Services have common ownership and financial interest.
- 2) **Prosper Abstract** - (Title and Closing Service) - Prosper Abstract is a premiere title and closing agency located in Garden City, New York. Some owners and agents of the above referenced real estate companies and Prosper Abstract have common ownership and financial interest.
- 3) **Cliffco Mortgage Bankers** - Cliffco Mortgage Bankers is a fully delegated mortgage banking institution located in Uniondale, New York. Cliffco is fully licensed in New York, New Jersey, Pennsylvania, Connecticut, Florida, and Texas. Some owners and agents of the above referenced real estate companies and Cliffco Mortgage Bankers have common ownership and financial interest.

Consumers (Buyers, Sellers, Landlords, and Tenants) are **NOT** required to use the above-referenced service providers as a condition of settlement of the loan on a subject property, or the purchase, sale, or lease of a subject property. **THERE ARE FREQUENTLY OTHER SETTLEMENT SERVICE PROVIDERS AVAILABLE WITH SIMILAR SERVICES. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST SERVICES AND THE BEST RATES FOR THESE SERVICES** (The above-named real estate companies believe the named service providers' charges would be competitive with charges of other providers of the same services).

Furthermore, any referral or recommendation by agents of the above-named real estate companies for contractors or service providers are as a convenience and suggestion to consumers. The above-named real estate companies, agents, and staff assume no liability for the performance, quality, or warranty for any work performed or service provided. The above-named real estate companies, agents, and staff assume no liability for any improper service, or workmanship, or their lack of insurance coverage for a referred or suggested contractor or service provider. Consumer information such as contact numbers, email addresses, and/or property addresses may be shared with named service providers.

The above-named real estate companies may request Cashier's Checks or ACH (Automated Clearing House) payment only on all escrows/deposits/rents after a fully executed Contract/Agreement of Sale or Lease.

Notice to parties to an Agreement of Sale: There may be instances, possibly in multiple offer situations where buyers and sellers may consider having contingencies waived such as appraisal, mortgage, inspections, and verifications which are considered to be for the protection and benefit of the parties to an Agreement of Sale. Buyers and sellers may feel that waiving contingencies may appeal to sellers with the anticipation the seller will accept the buyer's agreement over other offers with contingencies.

This notice is to inform parties to Agreements of Sale that the above-named real estate companies considers this practice **ill-advised and will NOT recommend, encourage, or compel parties to Agreements of Sale to waive any contingencies which may be applicable to the property being sold or the parties involved.** Furthermore, the parties to an Agreement of Sale understand that the decision to waive any contingency is at the sole discretion of the parties and has not been initiated, recommended, influenced, or encouraged in any way by the above-named real estate companies their sales associates, brokers, staff, and/or employees.

Sellers/Landlords and Buyers/Tenants hereby acknowledge their receipt and understanding of this disclosure.

_____	_____	_____	_____	_____	_____
Consumer Signature	Date	Consumer Signature	Date	Consumer Signature	Date
		_____	_____		
		Agent Signature	Date		

Election(s) for Consumer(s)

Consumer(s) request a representative from one of the above-referenced Mortgage Service Providers contact them for a No Charge, No Obligation rate quote and pre-approval.

Yes No

Initials: _____

****An important note regarding electronic funds transfers: DO NOT ACCEPT NEW, REVISED, OR ALTERED WIRE INSTRUCTIONS WITHOUT VOICE CALL VERIFICATION TO A KNOWN TELEPHONE NUMBER. Alerts of fraudulent email messages containing fraudulent wire instructions have occurred.**

CONSUMER WIRE FRAUD ADVISORY

While conducting business and communicating electronically has become a matter of convenience, and in most cases a reality in nearly all aspects of our lives, it has also provided hackers/criminals new opportunities for their criminal activity. In the course of your real estate transaction, you may receive fraudulent/deceptive wiring instructions via email, fax, text, and/or social media. These communications are becoming regular and likely, while having the appearance of being authentic, are actually counterfeit requests for information directing consumers to input private banking information on a fake website or email. Please note that Keller Williams will not send instructions to wire funds beyond advising you to contact your Title Manager / Closing Attorney.

WARNING: When wiring funds, never rely exclusively on any electronic means of communication. Call the Title Agent / Closing Attorney at a number that you obtained on your own (i.e., sales contract, their website, etc.). Do not use a phone number that is obtained from any electronic communication. *INITIALS: _____

BUYERS: Keller Williams recommends that if you receive wiring instructions, supposedly from a settlement/title company, lender, attorney, or any other entity, verify the authenticity of the instructions prior to initiating any transfer of funds.

- Contact your Title Manager / Closing Attorney at the phone number you received at the beginning of your transaction. NEVER WIRE FUNDS PRIOR TO CALLING YOUR TITLE MANAGER / CLOSING ATTORNEY TO CONFIRM.
- Do not use any phone numbers provided to you in emailed wire transfer instructions. ONLY USE A KNOWN AND CONFIRMED PHONE NUMBER FOR YOUR TITLE MANAGER / CLOSING ATTORNEY.
- Orally confirm, with your Title Manager / Closing Attorney, that the wire transfer instruction is legitimate and confirm the bank routing number, account numbers, and other codes before transferring the funds.
- Avoid sending any personal information via electronic transmission. Provide such information in person or over the phone directly to the Title Manager / Closing Attorney.
- It is recommended that you take steps to secure your information (i.e., create strong passwords, only use secure Wi-Fi, do not use free services, etc.).

SELLERS: Keller Williams recommends that if you send wiring instructions of any kind (i.e., for the receipt of your proceeds) via electronic means, you must call immediately and verify that the correct instructions were received by the Title Manager / Closing Attorney. Also, it is important to confirm with the Title Manager / Closing Attorney that the wire instructions are not to be substituted without verbal consent.

Additionally: Keller Williams, Closing Attorneys, or Title Managers may request Cashier's Checks only on escrows/deposits/rents after a fully executed contract/agreement of sale or lease. Your real estate agent can help you find out what is required for deposits and closings.

If you believe that you have received fraudulent wire instructions, immediately notify your bank, the Title Manager / Closing Attorney, and your real estate agent. The sources below, as well as others, can also provide information:

- Federal Bureau of Investigation: <http://www.fbi.gov>
- Internet Crime Complaint Center: <http://www.ic3.gov>
- National White Collar Crime Center: <http://www.nw3c.org>
- On Guard Online: <http://www.onguardonline.gov>

By signing below, the undersigned acknowledge that each has read, understands, and has received a copy of this Consumer Wire Fraud Advisory.

Consumer: _____ Date: _____

Consumer: _____ Date: _____

Agent: _____ Date: _____

COMMERCIAL LEASE - LETTER OF INTENT

RE: Intent to Lease Commercial Property

Effective Date: _____

I. The Lessee: _____

II. The Lessor: _____

III. Address of Premises: _____
Additional Description: _____

IV. Lease Term: The term of the lease shall be for a period of _____, commencing on _____ and expiring on _____,

V. Use of Lease Premises: The Lessee intends to use the Premises for the following purpose(s):

VI. Base Rent: The base rent of \$_____ shall be paid monthly on the _____ of each month with the first payment due upon the commencement of the lease (the "base rent").

VII. Expenses: In addition to the Base Rent, the Lessee shall be required to pay the following monthly expenses: _____ The Lessor shall be required to pay the following monthly expenses: _____

VIII. Security Deposit: A security deposit in the amount of \$_____ shall be due prior to or upon the signing of the lease.

IX. Lease Renewal: Lessee has the right to renew the lease for a total of _____ renewal period(s) which may be exercised by giving written notice to the Lessor no less than _____ days prior to the expiration of the lease.

X. Rent Increase: Upon a lease renewal, the Base Rent shall increase by _____.

XI. Subletting: _____.

XII. Late Rent: If the Lessee fails to pay the total rent payment for more than _____ days after it is due, the following penalty may be charged. A late fee of _____.

XIII. Binding Effect: This Letter of Intent shall be considered **non-binding**. Therefore, the parties acknowledge that this Letter of Intent is not enforceable by any Party. The terms outlined herein are solely for the purposes of reaching a later agreement in the future, of which, the Lessee and Lessor are not bound.

XIV. Additional Provisions: _____

XV. Governing Law: The Letter of Intent shall be governed by the laws of the State of New York.

LESSEE:
Signature: _____
Print Name: _____
Date: _____

LESSOR:
Signature: _____
Print Name: _____
Date: _____

RENTAL DEAL SHEET - COMMERCIAL

BUILDING DETAILS:

Date: _____

Address: _____ Apt #: _____ Zip Code: _____

Interior Square Ft: _____ Landlord: _____ Lease Start Date: _____

Lease End Date: _____ Monthly Rent (\$): _____ Free Rent (Months): _____

Building Type/Description: _____

Whom did you work with/for? TENANT-CUSTOMER TENANT-CLIENT

LANDLORD-CUSTOMER LANDLORD-CLIENT

TENANT(S)

TENANT

CO-TENANT

Full Name: _____

Cell: _____

Work: _____

Email: _____

What was the source of the tenant(s)? KW REFERRAL PERSONAL REFERRAL NYTIMES OTHER

LISTING BROKER DETAILS

RENTING BROKER DETAILS

Listing Broker Company: _____ Renting Broker Company: _____

Listing Broker Agent _____ Renting Broker Agent: _____

Listing Broker Phone: _____ Renting Broker Phone: _____

Listing Broker Email: _____ Renting Broker Email: _____

FEE/COMMISSION DETAILS

Total Fee Paid (\$): _____ Tenant Paid (\$): _____ Owner Paid (\$): _____

Listing Agent: _____ Listing Fee(%): _____

Listing Fee (\$): _____ Renting Broker Fee (\$): _____ (if applicable)

REMARKS

CLOSING BILL

Date: _____

Property Address: _____

Agent Name: _____

Agent Contact Number: _____

Agent Email: _____

Agent DOS#: _____

Office DOS#: **10991213047** _____

Selling Price: \$ _____

Commission Due: \$ _____

Payable To: **Keller Williams Realty Gold Coast**

Approved By:

Keller Williams Realty Gold Coast

By: _____

Agent (Print)

Date

(Sign)

Date