

# Office Lease

Saffron Matrix

Please complete the following lease details to formalize your office space arrangement.

## PARTIES

Lessor / Landlord

Lessee / Company

Premises Address

## PREMISES

Suite / Floor

Rentable Square Footage

## TERMS & PAYMENT

Base Rent (Monthly \$)

CAM / Operating Costs (\$)

Security Deposit (\$)

Permitted Use

## DATES & SCHEDULE

Commencement Date

Expiration Date

## OPTIONS

Renewal Option

## SIGNATURES

Lessor Signature

Signature / date

Lessee Signature

Signature / date