Generic commercial lease abstract template

Record each term as the latest amendment left it, and note the document and section it comes from.

LeaseAbstract AI

Lease summary

Term	Value	Source
Property / building		
Suite or unit		
Landlord		
Tenant		
Guarantor		
Lease date		
Asset type (office, retail, industrial, multifamily)		

Premises

Term	Value	Source
Rentable square feet		
Permitted use		
Parking		

Term

Term	Value	Source
Commencement date		
Rent commencement date		
Expiration date		
Term (months)		

Additional rent and recoveries

Term	Value	Source
Recovery type (gross, modified gross, net)		
Base year or expense stop		
Tenant's pro rata share		
Expense caps		
Audit right and deadline		

Security

Term	Value	Source
Security deposit		
Letter of credit amount and expiry		
Reduction schedule		

Options and rights

Term	Value	Source
Renewal option and notice window		
Termination right, notice date and fee		
Expansion, ROFO or ROFR		
Assignment and subletting		

Notices

Term	Value	Source
Landlord notice address		
Tenant notice address		
Required notice method		

Base rent schedule

Period from	Period to	Monthly rent	Annual rent	Rent per sq ft	Source

Critical dates

Event	Date	Notice deadline	Source

Lease documents and amendments, in date order

Document	Date signed	Effective date	What it changed

Gaps and open questions

Item	Why it's open	Who will confirm

General information, not legal advice.

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