LEASE ADMINISTRATION CHECKLIST

10 terms to re-check every time a lease amendment lands

An amendment rarely changes just one thing. Use this list each time a new amendment, extension or side letter arrives, before you update the abstract or the critical dates calendar.

Read each amendment against the lease **and every earlier amendment**, in date order. For each term below, ask three questions: **did this document change it, delete it, or leave it alone?**

Term and expiration date 01

New expiration date? Is it fixed here, or set later by a commencement letter? Check that every date that hangs off the expiration moved with it.

Base rent schedule 02

Does the new schedule replace the old one in full, or only from a given date? Watch for free-rent or abated months, and rent per square foot versus monthly totals.

Renewal and extension options 03

Added, replaced, used up or deleted? Note the new notice window, whether the option is personal to the original tenant, and how the renewal rent is set.

Termination rights 04

Is there an early termination right now, or did one end? Check the notice date, the termination fee and any conditions attached.

Premises and square footage 05

Expansion or give-back space? Confirm rentable area, the effective date of each change, and that the tenant's pro rata share was recalculated.

Operating expenses, CAM and taxes 06

Base year reset? New caps or exclusions? Is the expense share stated, or left to "per the lease"? A reset base year is easy to miss.

Improvement allowances 07

New allowance amount, what it can be spent on, and the deadline to draw it. Unused allowance often expires quietly.

Security deposit and letter of credit 08

Amount increased, reduced or replaced? Is there a step-down schedule, and what conditions must be met first?

Rights that are deleted, not changed 09

ROFO, ROFR, expansion rights, exclusives, co-tenancy, signage. Deletions are often one line ("Section 5 is deleted") and the hardest to spot later.

Parties, guarantor and notices 10

Has the landlord or tenant entity changed through assignment or sale? Is the guaranty confirmed? Update notice addresses so option notices reach the right party.

BEFORE YOU CLOSE THE FILE

- [ ] Record which document now governs each key term
- [ ] Update the critical dates calendar, not only the abstract
- [ ] Note referenced exhibits or letters you don't have
- [ ] Check the "all other terms remain in effect" clause for exceptions
- [ ] Keep the amendment chain filed in date order
- [ ] Flag anything ambiguous for legal review rather than guessing

An abstract is only as current as the last amendment someone read.