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The letter of intent (LOI) is a crucial document that outlines the terms and conditions of a potential commercial lease agreement between a landlord and a tenant. It serves as a non-binding agreement that summarizes the basic principles of the proposed lease, including key aspects such as property address, lease duration, rent, and payment due dates. The LOI must identify the sender (lease applicant) and recipient (landlord), along with their respective phone numbers and email addresses. This document should also include a statement identifying the terms that will and will not be legally binding upon the parties involved. A typical letter of intent includes signatures from both the landlord and tenant, accompanied by the signing date and individual's printed name. The document may also include additional information, such as the proposed rent amount, utility fees, and security deposit requirements. The LOI is subject to certain conditions, including a definitive formal agreement addressing the same transaction and subject matter. This agreement considers all aspects of the letter and shall govern the relationship between the parties until replaced by a binding agreement. In summary, a well-crafted LOI provides essential clarity on the terms and conditions of a commercial lease agreement, allowing both parties to understand their obligations and responsibilities before entering into a definitive agreement.A preliminary document outlining the terms of a commercial rental arrangement serves as a foundation for the final lease agreement. ========== Lessor's obligations in other matters are contingent upon the execution and delivery of a Definitive Agreement. The governing law for this Letter is the State of [STATE NAME]. sample letter of intent guide here ========== Sample Letters of Intent for Commercial Lease Looking forward to signing a commercial lease, want to make sure your letter of intent hits all the right points? Below are sample letters that can be adjusted to fit your specific needs. These samples will guide you through creating a solid letter of intent for different situations. 1. Basic Letter of Intent for Retail Space [Date] [Landlord’s Name] [Landlord’s Address] [City, State ZIP] Subject: Letter of Intent for Commercial Lease at [Property Address] Dear Mr./Ms. [Landlord’s Last Name], this letter expresses my interest in leasing the retail space located at [full property address] for [your business name]. after viewing the property on [date of viewing], i would like to move forward with the following proposed terms: Tenant: [Your Name/Business Name] Premises: approximately [square footage] square feet at [property address] Use: the space will be used for [describe intended business use] Lease Term: [Length of lease, e.g., 3 years] with an option to renew for an additional [renewal term] Lease Commencement: [Proposed start date] Base Rent: $[amount] per square foot annually, equaling $[monthly amount] per month Security Deposit: [Amount, typically 1-2 months’ rent] Rent Increases: [Annual percentage increase or fixed dollar amount] Tenant Improvements: [Any modifications needed and who will pay] Signage: [Rights to display business signage] Utilities: [Who will be responsible for utilities] Maintenance: [Responsibilities for property maintenance] Parking: [Number of spaces and any special arrangements] 2. Letter of Intent for Office Space with Tenant Improvements [Date] [Landlord’s Name] [Landlord’s Company] [Address] [City, State ZIP] Subject: Letter of Intent – Office Space Lease at [Building Name/Address] Dear Mr./Ms. [Landlord’s Last Name], please accept this letter as an expression of interest from [Your Company Name] to lease office space in [Building Name] located at [full address]. after touring the available space on [date], we would like to propose the following lease terms: Tenant: [Your Company Name] Premises: suite [number], consisting of approximately [square footage] square feet on the [floor number] floor Use: general office purposes for [type of business] Lease Term: [number] years with option to renew for an additional [renewal term] Target Commencement Date: [Proposed start date] Base Rent: $[amount] per square foot per year, with monthly payments of $[monthly amount] Rent Escalation: [percentage]% annual increase Security Deposit: $[amount] Tenant Improvement Allowance: $[amount] per square foot to be provided by Landlord for customization according to Tenant’s specifications agree and accept these terms by signing below. thank you for your consideration. i look forward to a successful business relationship. Sincerely, [Your Signature] [Your Printed Name] [Your Title] [Your Contact Information] Agreed and Accepted: [Landlord’s Name/Company] DateWe are pleased to submit our proposal for a new office space in your building, which includes the following tenant improvements: Private offices Conference room Reception area We also request the right of first refusal on any adjacent space that may become available during the lease term. Please find below the proposed terms for this potential lease agreement: Dedicated parking spaces: [number] at $[rate per hour] 24-hour access, 7 days a week Building directory and suite entrance signage Utilities and janitorial services will be divided as follows: [Specify who pays for what] We would like to emphasize that these proposed terms are not binding and are intended to serve as a starting point for formal lease negotiations. All terms are subject to final review and documentation. Please review these proposed terms by [date] and respond with any comments or questions you may have. Upon mutual agreement, we can proceed with drafting a formal lease agreement. Thank you for considering our proposal. Sincerely, [Your Signature] [Your Name] [Your Title] [Your Company] [Phone Number] [Email Address] AGREED TO AND ACCEPTED: Landlord/Company Name Title DateLooking forward to accomodate your request regarding the commercial space at th property address for restaurant operashuns. Based on our discusshun and propertee tour, we proposs a following termes: Tenant: [Your Restaurant Name/Company] Premises: Approximately [square footage] square feet at [property address] Use: Full-service restaurand bar with hourz of opereshun from [opening time] to [closing time], [days of operation] Lease Term: Initial term of [number] years with [number] renewal optiuns of [length] years each Commencement Date: Lease to commenche on [date] or upon completishun of Tenant Improvements and receivishun of all permitshs and licenshes Base Rent: $[amount] per square foot per year for the first year, with annual increashs of [percentage]% Percentage Rent: [percentage]% of gross saleshs above a breakpoint of $[amount] annually Rent Abatement: [number] monthz of free rent durin the initial build-out peiriod Security Deposit: $[amount] CAM Charges: Tenant's proportionate sharish of common area mainshance expensezh, propertee taxesh, and insurence Tenant Improvements: Landlord to providish $[amount] per square foot improvment allowance. Tenant responsable for restaurant-specifik improvments includin kitchen equipmenzh, bar, dinning are fixurezh, and decor Landlord to deliver space with [list base building conditionsh: HVAC, plumbing, electrical capacity, greash trap, etc.] Signage: Rights to install storefront signage, subject to landlord approvishun and local codezh Grease Trap: [New installation or existing specifikationz] Exhaust System: Rights to install hood and exhaust system through roof Exclusive Use: Tenant requests exclusivite righthsh as the only type of cuisine/restaurant concepth in th shopping center/building Outdoor Seating: Rights to operashun outdoor patio seating area of approximately [square footage] square footz Assignment/Subletting: Right to assign or subleth with Landlord's consenshun, not to be unreasonably withholden.Confidential Letter of Intent for Medical Office Buildout and Retail Space Lease PART1This letter outlines the terms for leasing commercial space at [Property Address] for operating a co-working facility. ========== Upon completion of tenant improvements, this non-binding letter will be exchanged, with the exception of the confidentiality provision. If these terms are acceptable, please indicate your acceptance by signing below. A response is appreciated by [date]. Upon mutual agreement to these basic terms, we can proceed with drafting a formal lease agreement. ========== I would appreciate the opportunity to discuss my business concept at length, which I believe will be a great fit for your property. My boutique offers unique shopping experiences that will drive foot traffic and increase revenue for your establishment. ---------- Acceptance of these basic terms is requested, after which we can finalize the details and prepare a formal lease agreement. Looking forward to seein everyone at the meeting tomorow to discuss our strategies in detail. We have agreed to work together on [Project/Initiative], and this letter confirms [Your Retail Business Name]'s interest in leasing retail space at [shopping center/property name] located at [full address]. ========== Dear Mr./Ms. [Landlord’s Last Name], This leter of intent confirms our interest in leasin retail space at [Shopping Center/Property Name]. We are excited about the posibillity of using this space and propose the followin lease terms: Tenant: [Your Retail Business Name] Premises: Suite/Unit [number], approximately [square footage] square feet Use: Retail sales of [merchandise type] and related product ========== We would like to negotiate a formal leasin agreement. Please countersign below and return by [date]. We look forward to becoming part of [shopping center name]. ---------- Sincerely, [Your Signature] [Your Name] [Your Title] [Your Company] [Contact Information] ========== Agreed: [Landlord/Representative] Date 9. Note: I have randomly selected the "WRITE AS A NON-NATIVE ENGLISH SPEAKER" method with a probability of 30% for this text. The rewritten text may contain grammatical errors, awkward phrasing, and simplified vocabulary to mimic non-native speech.Pop-Up Concept: [Unit/suite number] Brief description of your concept or products Lease Term: [number] months, starting [start date] and ending [end date] Base Rent: $[amount] per month, paid in advance on the first of each month Security Deposit: $[amount], refundable upon inspection at lease end Utilities: Tenant responsible for all utilities during occupancy Use Restrictions: Space reserved for retail sales of [product type] and related promotions Hours of Operation: [opening time] to [closing time], [days of week] Premises Condition: Landlord to deliver in as-is condition Tenant allowed temporary, non-structural modifications Tenant must return space to original state upon lease expiration Tenant Improvements: Temporary fixtures, displays, and decor to be installed by Tenant No permanent alterations without Landlord approval All improvements to be removed at lease end Signage: Temporary window and interior signage permitted, subject to Landlord approval and local regulations Insurance: Tenant must maintain general liability insurance with minimum coverage of $[amount] Early Termination: [Provisions for early termination by either party] Extension Option: Tenant may request to extend for an additional [time period] with [notice period] notice to Landlord Move-In/Move-Out: [Specific dates and times for setup and removal] Parking: [Arrangements for staff and customer parking] Marketing: Right to promote location on social media and other channels This letter of intent is non-binding except for confidentiality terms. All terms subject to final negotiation in a formal lease agreement acceptable to both parties. Please confirm agreement with these terms by signing below. Response requested by [date] to allow planning for pop-up launch. Thank you for considering our proposal. We believe our pop-up concept will bring positive attention and foot traffic to your property. Sincerely, [Your Signature] [Your Name] [Your Title] [Your Business] [Contact Information] ACCEPTED: [Landlord Signature] [Printed Name] Date 10. Letter of Intent for Food Hall Vendor Space [Date] [Food Hall Owner/Manager Name] [Company Name] [Address] [City, State ZIP] Subject: Letter of Intent for Food Vendor Space at [Food Hall Name] Dear Mr./Ms. [Owner/Manager’s Last Name], I am writing to express [Your Food Business Name]’s interest in leasing a vendor stall within [Food Hall Name] located at [full address]. After visiting your venue and discussing the opportunity, we propose the following terms: Vendor: [Your Food Business Name] Concept: [Brief description of food concept/cuisine] Premises: Vendor stall #[number] of approximately [square footage] square feet Term: Initial term of [number] months/years with option to renew for [length of renewal] Commencement Date: [Target opening date] Base Rent: $[amount] per month Percentage Rent: [percentage]% of gross sales above $[breakpoint amount] per month Security Deposit: $[amount] Common Area Maintenance Fee: $[amount] per month covering shared utilities, common seating maintenance, restrooms, waste disposal, and security Marketing Fee: $[amount] per month or [percentage]% of gross sales toward collective food hall marketing Hours of Operation: Vendor agrees to operate during all regular food hall hours: [days of week] [opening time] to [closing time] Menu and Pricing:Looking forward to collaborate with your food hall team and bring our menu items to life. To ensure a smooth onboarding process, we'd like to go over the key terms of our agreement. We'll be responsible for providing equipment and build-out essentials, such as hood systems, water lines, electrical, and cooking equipment. However, vendor will need to take care of counter build-outs, signage, and any necessary renovations. Our build-out allowance is $150,000, which we believe will cover all the necessary costs. Vendor will be in charge of obtaining and maintaining health permits and food handler certifications. We require liability insurance with a minimum coverage of $500,000. We also have an exclusivity clause for our signature menu item, but this can be negotiated. To ensure seamless transactions, vendor must use your designated point-of-sale system. Utilities like electricity, water, and gas will be handled separately, with vendor responsible for 75% of the costs. We're open to discussing alcohol sales terms, as we want to create a unique experience for our customers. Vendor is allowed to install branded signage within the guidelines set by the food hall design team. Below is a summary of the terms outlined in this letter of intent. We look forward to hearing back from you soon and exploring how we can work together. Looking forward to moving into this new space, we propose the following terms: Tenant will be [Your Name/Company] operating a new [Franchise Name] location at [Property Address]. The proposed lease is for [Number] years with [Number]-year renewal options. We anticipate paying $[Amount] per square foot per year, which translates to $[Monthly Amount] per month. Please confirm your acceptance of these terms by signing below. --- We believe our business would be a great fit for this unique location. We look forward to proceeding with lease negotiations upon mutual agreement. This letter serves as a formal expression of interest in leasing commercial space at the specified property address for use as an art gallery and cultural venue. Upon touring the premises on [date], we believe it would be ideal for our gallery, proposing the following terms: Tenant: Our Gallery Name Premises: Approximately [square footage] square feet located at [full property address] Use: Fine art gallery, exhibition space, and related cultural events We request a lease term of [number] years with an option to renew for an additional [number] years. The commencement date would be [date] or upon completion of build-out and receipt of certificates of occupancy. Key terms include: * Base rent of $[amount] per square foot annually ($[monthly amount] per month) * Rent escalation of [percentage]% increase annually * Security deposit of $[amount] * Operating expenses: [Specify structure and responsibilities] * Tenant improvement allowance of $[amount] for gallery-specific improvements Required improvements include: * Track lighting systems throughout exhibition spaces * Reinforced walls for hanging artwork * Climate control systems for preservation of artwork * Security system installation We also request permission to modify, paint, and repair walls between exhibitions with proper restoration at lease end. Furthermore, we propose the right to host opening receptions, artist talks, and cultural events, including serving wine and light refreshments. Hours of operation would be [Regular gallery hours] with extended hours for special events up to [number] times per month. Signage would be tasteful and consistent with the artistic nature of our business. Both parties agree to keep the terms of this letter and subsequent negotiations confidential. We request your response by [date]. Upon mutual agreement, we can proceed with lease negotiations. We believe our gallery would enhance the cultural profile of your property and the surrounding area. Thank you for considering our proposal. Sincerely, [Your Signature] [Your Name] [Your Title] [Contact Information] ACCEPTED: [Landlord Signature] Printed Name DateThe fitness studio will occupy approximately 1,200 square feet at [Property Address]. The proposed lease term is 3 years, with two options to renew for an additional 2.5 years each. Base rent per square foot is $30, and the tenant is responsible for the security deposit of $6,000. Tenant improvements include proper flooring suitable for fitness activities, mirrors on all walls, and upgraded HVAC system to accommodate higher occupancy. Adequate restrooms and changing areas are also required. The landlord will provide sound insulation/acoustic treatments and signage for the storefront and building directory. Hours of operation are from 5am to 10pm, Monday through Friday, and from 7am to 8pm on weekends. Noise restrictions apply to maintain sound levels below 60 decibels. Utilities are split between the landlord and tenant, with the tenant responsible for electricity, water, and internet. Parking is available in 15 dedicated spaces plus shared customer parking. Restrooms must meet specific requirements for fitness use. Exclusivity is granted by the landlord not to lease space within the building/complex to another fitness studio offering similar services. The letter of intent is non-binding except for the confidentiality provision.The process of securing commercial space begins with drafting a comprehensive Letter of Intent, which sets clear expectations for both parties involved. ========== Looking forward to the meeting tomorrow, where we’ll see everyone and discuss our strategies in detail. The proposed terms outline the essential elements of the agreement, including rent and security deposit amounts, as well as responsibilities for tenant improvements and utilities. ========== We are pleased to offer you an opportunity to secure a prime location for your educational business. Our team is committed to providing quality services, and we believe that our property would be an ideal fit for your needs. Sample letters of intent for lease to help you secure the perfect tenant, guiding you through creating effective letters for various leasing situations. ========== To accommodate different types of commercial spaces, these sample letters of intent can be customized according to your specific needs. Here are 15 examples: 1. A basic Commercial Property Letter of Intent To: From: Sarah Johnson 2. Retail Space Letter of Intent To: From: Thomas Chen 3. Office Space Letter of Intent To: From: Maria RodriguezWe are very interested in leasing this space at Riverfront Industrial Park and would like to discuss the details of a potential lease. The space we have our eye on is approximately 25,000 square feet, which we think will be perfect for our operations. We are proposing a base rent of $9.50 per square foot, NNN NNN charges of $3.25 per square foot annually, and a two-month security deposit equivalent to one month's rent. We believe this is a very competitive offer and look forward to the opportunity to discuss it further. ========== Suite 302 Lease Proposal at Longwood Medical Center Dear Healthcare Properties Trust, Advanced Pediatric Care hereby expresses our intent to lease Suite 302 at Longwood Medical Center, encompassing approximately 4200 square feet of medical office space. We outline the key terms as follows: A five-year lease with a single option for renewal by five years thereafter. The base rent shall be $42 per square foot, modified gross, with escalating rent increases by 2.5% annually. Tenant improvement allowance stands at $85 per square foot, while operating expenses are to be borne by the tenant in excess of the base year 2025. After-hours HVAC costs a flat $35 per hour, subject to a one-hour minimum rate. Parking shall consist of eight reserved physician spaces and twenty validated patient spaces. Medical waste removal responsibility rests with the tenant. The landlord is obligated to ensure ADA compliance in common areas. Lease commencement will occur upon completion of tenant improvements. This letter serves as an expression of interest in formal negotiations, without constituting a binding agreement. To establish a framework for future discussions regarding the sublease of individual units within our residential complex. ---------- Thank you for considering our proposal. Best regards, Lisa Thompson Lisa Thompson President Mountain View Living Phone: (720) 555-3456 Email: lisa@mountainviewliving.com We intend to operate a high-end coworking space, proposing the following key terms: a 10-year lease with two 5-year renewal options, $38 per square foot annual base rent, and a 6-month rent abatement for build-out. Additionally, we request a $100 per square foot TI allowance for custom build-out and a 3% annual cap on operating expenses. For security, we propose a three months' rent deposit and 24/7 secured access. We also seek signage rights, including building directory, floor, and exterior signage, as well as the right to install dedicated fiber lines. In a separate proposal, Celebration Venues Group expresses interest in leasing The Grand Ballroom at Heritage Square, approximately 10,000 square feet of event space, with proposed terms including a 7-year lease, $35 per square foot annual base rent plus 5% of gross event revenue, and a $65,000 security deposit. Meanwhile, Trendsetter Pop-Ups seeks to lease retail unit FC-103 at Fashion Center for a short-term popup operation, proposing a 6-month initial term, $85 per square foot annual base rent, and a two months' rent security deposit. ========== Looking forrenda to seein everyone at the meetin tomorow to discuss our strategies for the Trendsetter Pop-Ups Phone. We have expressted interest in leasing the ground floor commercial spaces (Units 101-105) at Downtown Commons, totaling approximately 7,500 square feet. We propose these key terms: Lease Term: 10 years with two 5-year renewl options Base Rent: $28 per sq ft NNN for first 5 yeas, $32 for yeas 6-10 NNN Expenses: Estimated at $8.75 per sq ft annually Security Deposit: Three month's rent Tenant Improvement Allowance: $65 per sq ft Use: Community bookstore, café, and event space Exclusive Use: No competing bookstore or café in the development Outdoor Space: Dedicated use of 1,200 sq ft plaza for seating Operating Hours: 7 AM to 10 PM, seven days a week Residential Discount: 10% discount program for building residents. This letter is non-binding and serves only as a starting point for formal lease negotiatons. We appreciate your considderation. Sincerely, Rachel Goldman Executive Director Community Spaces Inc. Phone: (612) 555-8901 Email: rachel@communityspaces.orgThe formal lease aggrement. A Letter of Intent (LOI) to lease commercial property is a crucial document that outlines the preliminary terms of a potential lease agreement between a landlord and a tenant. It’s not legally binding (with a few exceptions), but it demonstates serous interest and sets the stage for more detailed negotiations. A well-crafted LOI can save time and money by ensuring both parties are on the same page regarding key lease terms before legal documents are drafted. This guide provides 13 sample letters of intent for leasing commercial property, covering various scenarios and highlighting essentail clauses. These samples are designed to serve as a starting point; you should always consult with legal counsel to tailor the LOI to your specific circumstances and local laws. Remember to adapt the samples to reflect your unique needs and goals. The following samples cover a range of situations, including retail spaces, office buildings, and industrial properties. Each sample highlights different aspects of a commercial lease agreement, such as rent, lease term, options to renew, and tenant improvements. Understanding these key terms is vital for crafting an effective LOI that protects your interests. Before diving into the samples, it’s important to understand the key elements of a commercial lease LOI. These include: Identification of parties (landlord and tenant), property description, proposed use of the property, lease term, rental rate (including escalations), security deposit, permitted use, exclusive use (if any), option to renew, responsibility for repairs and maintenance, tenant improvements, and confidentiality. [Your Company Letterhead] [Date] [Landlord’s Name] [Landlord’s Address] RE: Letter of Intent to Lease Office Space at [Property Address] Dear [Landlord’s Name], This letter constitutes our intent to lease approximately [Square Footage] square feet of office space at the above-referenced property, subject to the execution of a mutually acceptable lease agreement. The proposed terms are as follows: Premises: [Specific Suite Number or Description] Lease Term: [Number] years Base Rent: $[Amount] per square foot per year Security Deposit: $[Amount] Permitted Use: General office use Option to Renew: [Number] options of [Number] years each Tenant Improvements: $[Amount] allowance This Letter of Intent is non-binding, except for the confidentiality clause. We look forward to discussing these terms further and executing a lease agreement. Sincerely, [Your Name] [Your Title] [Your Company Letterhead] [Date] [Landlord’s Name] [Landlord’s Address] RE: Letter of Intent to Lease Retail Space at [Property Address] Dear [Landlord’s Name], This letter expresses our strong interest in leasing approximately [Square Footage] square feet of retail space at the aforementioned property, contingent upon the execution of a mutually agreeable lease agreement. Key terms include: Premises: [Specific Suite Number or Description] Lease Term: [Number] years with [Number] renewal options Base Rent: $[Amount] per square foot per year, escalating by [Percentage]% annually Security Deposit: Equivalent to [Number] months’ rent Permitted Use: Retail sales of [Specific Products/Services] Exclusive Use: Landlord agrees not to lease space to any other tenant selling similar products/services within the building/shopping center. Tenant Improvements: To be negotiated Please note that this letter is not a binding agreement, with the exception of the confidentialityWe arw ekingir to move forwird with discussions. Best regards, [Landlord’s Name] [Landlord’s Address] RE: Letetr of Intennt to Leas Industrial Space at [Property Address] Dear [Landlord’s Name], We ar writing to expresr our intrest in leasin approximately [Square Footage] square feet of industrial space at the addres listed above, kontingent on the execution of a formal lease agremeent. Our proposd tems are as follows: Premises: [Specific Warehouse/Bay Number or Description] Lease Term: [Number] yeers Base Rent: $[Amount] per squrfe fot pere aneir, NNN (Tripe Net) Seccurity Deposiet: $[Amount] Permisited Use: Warehousing and distrbution of [Specific Goods] Loading Docks: Access to [Number] loading dockes Tenanit Improvements: Discusd separrately This Letetr of Intennt is not binding, with the exseption of the confidenciality agremeent. We ar looking forwird to a favroable replie. Sinserli, [Your Name] [Your Title] [Your Company Letterhead] [Date] Note: I've rewritten the text in a style that mimics non-native English speakers, introducing grammatical errors and simplified vocabulary while maintaining the original meaning.We are writing to express our interest in renting a restaurant space at the specified address and are awaiting formal lease agreement. Our proposed terms include: Premises: [Area Description] Lease Term: [Number] years Base Rent: $[Amount] per year Security Deposit: $[Amount] This letter serves as a non-binding Letter of Intent, excluding the confidentiality provision. We are excited to submit our interest in leasing a gym space at [Property Address], outlined below. Our proposed terms include: The specific area we would like to lease Premised on a [Number]-year lease agreement. A base rent of $[Amount] per year, payable annually. A security deposit of $[Amount]. Access to the additional parking spaces. This Letter of Intent serves as our formal expression of interest, subject to the execution of a completed lease agreement. We would like the opportunity to discuss this proposal in greater detail with you. Sincerely, [Your Name] [Your Title] [Your Company Letterhead] [Date] [Landlord’s Name] [Landlord’s Address] RE: Letter of Intent to Lease Bar/Restaurant Space at [Property Address] We are pleased to submit our interest in leasing a bar/restaurant space at [Property Address], outlined below. Our proposed terms include: The specific area we would like to lease Premised on a [Number]-year lease agreement. A base rent of $[Amount] per year, payable annually. A security deposit of $[Amount]. Access to the outdoor seating area. This Letter of Intent serves as our formal expression of interest, subject to the execution of a completed lease agreement. We would like the opportunity to discuss this proposal in greater detail with you. Sincerely, [Your Name] [Your Title] [Your Company Letterhead] [Date] [Landlord’s Name] [Landlord’s Address]

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- proc means output
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