DATE: [DATE]

**Office Space Lease**

This contract is being commenced between Mr. \_\_\_\_\_\_\_\_\_\_\_ (Owner) and Mr. \_\_\_\_\_\_\_\_\_\_\_ (Renter) on date \_\_/\_\_/\_\_ regarding office space at \_\_\_\_\_\_\_\_\_\_\_ (address).

Terms and conditions of the office space lease contract are given below,

* The lease for office space is commenced for a period of two years.
* The renter shall pay a 25% security deposit before setting up office space.
* The security deposit will be returned after the renter has agreed to vacate the office.
* Any damage or loss to the office space will be compensated by the security deposit.
* Rent for the first month shall be paid to the landlord with a deposit.
* Rent for the following months shall be paid on the 5th of every month.
* Landlord shall not disturb the renter till the 10th of the month if he has not been able to pay rent.
* Renters are not allowed to turn office space into a home by sleeping there.
* The designated space will only be used as an office, any other use will not be allowed by the landlord.
* Maintenance and cleanliness of office space are the responsibility of the renter.
* In case of major issues or outbreaks, the renter shall take the landlord in confidence before handling the situation.
* Renters are not allowed to entertain any convicts at their office.
* In case of any unlawful activity, the landlord shall inform the police immediately.
* All the bills of office i.e., electrical, gas and water shall be paid by the renter before the due date.
* The renter shall notify the landlord a month before they will vacate the space.
* The renter shall notify the landlord of the lease renewal.
* Landlord shall not investigate or entertain any guests of renters to inquire about any matter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Landlord)

Date: \_\_/\_\_/\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Renter)

Date: \_\_/\_\_/\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Witness -1 | Name | Signature |  |
| Witness -2 | Name | Signature |  |