

RETAIL LEASE BUSINESS TERMS SHEET

NYS Office of General Services
Empire State Plaza
Albany, NY

Term:

Subject to Possession

Rent:

YEARS	MONTHS OF TERM	ANNUAL BASE AMOUNT	MONTHLY BASE AMOUNT	RATE PER SQUARE FOOT PER ANNUM
1-5	60			

Project #14831

TENANT CONTACT INFORMATION:

Official business name,
business address, contact
Person, email address, and
telephone number.

MONTHLY PAYMENT DATE FOR BASE

RENT: By the first of each month.

RENTABLE SQUARE FEET:

USE:

NORMAL BUSINESS HOURS: Mondays - Fridays from ____ a.m. - ____ p.m.

UTILITIES: Paid for by Landlord.

AFTER HOURS USE: Prior permission from the Landlord.

**CONDITION OF THE PREMISES
PROVIDED TO TENANT:**

"As is" - current existing condition.

**SECURITY DEPOSIT/BOND/LETTER OF
CREDIT/ESCROW:**

Equal to one (1) month's rent.

REMOVAL OF PERSONAL PROPERTY:

Yes, at the end of the Term

INSURANCE REQUIREMENTS:

As per retail lease boilerplate.

SIGNAGE:

Consistent with the retail lease boilerplate, the
signage standards at the Empire State Plaza and as
approved by the Landlord.

RENEWAL:

Yes. 5 year term upon mutual agreement of the parties.
180 days' notice required.
rate/sq. ft. and negotiated terms must be provided.

CANCELLATION:

As per retail lease boilerplate.

LIGHTING:

Initial and replacement lamps furnished and installed by
Landlord.

JANITORIAL SERVICES:

Performed and paid for by the Tenant. To comply with
Green Cleaning per the lease.

**MAINTENANCE/SERVICE OF UTILITY
SYSTEMS:**

Performed and paid for by the Landlord.

REPAIRS TO BUILDING:

Paid for by Landlord, except repairs necessary due to the
negligence of the Tenant. Repairs necessary due to the
negligence of the Tenant shall be performed by the
Landlord at the Tenant's sole cost and expense.

**REPAIR AND MAINTENANCE OF THE
PREMISES:**

Performed and paid for by Tenant.

PEST CONTROL SERVICES:

Performed by Landlord. Paid for by Tenant.

GARBAGE REMOVAL:

Dumpster contract held by the Landlord. Trash collected
and delivered to central dumpster by Tenant at Tenant's
cost.

PARKING:

Number of spaces to be determined at the current rate.

ELEVATOR SERVICE:

Yes

PROPOSED TENANT SIGNATURE:

DATE:
