

	<u>Silver</u>	<u>Gold</u>	<u>Platinum</u>
Document List (with dates)			✓
Basic Info			
Landlord Entity	✓	✓	✓
Tenant d/b/a	✓	✓	✓
Tenant Notice Address			✓
Property Name		✓	✓
Premises Address	✓	✓	✓
Rentable/Useable Square Feet	✓	✓	✓
Pro Rata Share w/ Denominator Consideration	✓	✓	✓
Term			
Lease Date	✓	✓	✓
Lease Commencement Date	✓	✓	✓
Delivery Date			
Late Delivery/Notice			
Rent Commencement Date	✓	✓	✓
Lease Expiration Date	✓	✓	✓
Term	✓	✓	✓
Holdover		✓	✓
Security Deposit	✓	✓	✓
Rent			
Base Rent	✓	✓	✓
Option Rent	✓	✓	✓
TI Allowance	✓	✓	✓
Notes	✓	✓	✓
CPI Index		✓	✓
Percentage Rent			
Gross Receipts Definition			✓
% Rent	✓	✓	✓
Sales Reporting		✓	✓
LL Audit Rights			✓
TT Audit Rights			✓
Additional Rent			
CAM/Operating Expenses	✓	✓	✓
Timeframe to Reconcile CAM			✓
Operating Expenses Defined	✓	✓	✓
Items Included in Cap	✓	✓	✓
Real Estate Taxes	✓	✓	✓

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Insurance	✓	✓	✓
Utilities	✓	✓	✓
Marketing Charge		✓	✓
Rent Tax	✓	✓	✓
After hours HVAC		✓	✓
TT Repairs/Maintenance		✓	✓
LL Repairs/Maintenance		✓	✓
Roof/Structure and Other Capital Items	✓	✓	✓
Tenant Options			
Renewal	✓	✓	✓
Expansion		✓	✓
Right of First Refusal		✓	✓
Right of First Offer		✓	✓
Termination		✓	✓
Purchase		✓	✓
LL Options			
Termination		✓	✓
Relocation		✓	✓
Use/Restrictions			
Permitted Use		✓	✓
Prohibited Use		✓	✓
Exclusive Use		✓	✓
Tenant Radius Restrictions		✓	✓
Continuous Operation/Go Dark			✓
Hours of Operation			✓
Co-Tenancy		✓	✓
Financial			
Assignment & Subletting		✓	✓
Subordination/SNDA		✓	✓
Estoppel Certificate		✓	✓
Monetary/Non-Monetary Default			✓
Late Fee		✓	✓
Misc			
Tenant's Insurance			✓
Landlord's Insurance			✓
Alterations			✓
Casualty			✓
Condemnation			✓
Signage		✓	✓

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Parking Fees		✓	✓
Guarantor		✓	✓
Brokers		✓	✓