

## **Law for a Lawyer's Own Business: Landlord Tenant Seminar for Attorney Tenants and Landlords**

1. Own vs Lease; **15**
  2. Use of brokers and key concepts in brokerage agreements; **15**
  3. Use of LOIs/Term Sheets (including pre-lease due diligence: (i) on the building such as environmental study and building condition report, (ii) on the landlord including OFAC list and UCC/bankruptcy search, and (iii) on the size of the space needed and location); **15**
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4. Key Lease Issues:
    - a. Premises- what are you leasing (from a title and a physical perspective) and what rights do you need in portions of the property in which the Premises is located (signage, access, parking, utility access, building common areas, etc.). **10**
    - b. Economic Terms- base rent, pass-thrus (issues like prorata share and exclusions from operating expenses), additional charges. **15**
    - c. Preparation of the Building and Premises (including which party performs the work, coordination of rent commencement with Tenant's ability to occupy, penalties for late delivery, and termination rights). **10**
    - d. Lease Term, Renewals, Early Termination Rights. **10**
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- e. Assignment & Subletting. **7.5**
  - f. Space Sharing. **7.5**
  - g. Permitted Use (including exclusives and restrictions on undesirable Building tenants). **7.5**
  - h. Maintenance and repair (ADA responsibility and self-help rights). **5**
  - i. Landlord Services (including after- hours services). **5**
  - j. Alteration rights (both Landlord's and Tenant's- e.g., can Landlord alter the common areas and can Tenant re-carpet?). **5**
  - k. Re-measurement and Relocation rights, including how space is measured, issue of loss factor/gross up of space for common area, and BOMA. **7.5**
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- l. Insurance and Indemnity (including waiver of subrogation). **7.5**
  - m. Casualty/Condemnation. **7.5**
  - n. SNDA. **5**
  - o. Default and remedies. **7.5**
  - p. Holding over and surrender obligations. **5**
  - q. Options and rights of first refusal. **5**
  - r. Execution formalities, including witness requirements and ability to record a memorandum of lease. **2.5**
  - s. Guarantees. **5**