



## View the Full Commercial Lease Checklist for Small Businesses Online

The commercial lease checklist is a tool created for small businesses to use when entering into a commercial lease as a tenant. This tool is designed to provide key information about common terms or sections of a typical commercial lease in a straightforward way.

[seattle.gov/economicdevelopment](http://seattle.gov/economicdevelopment)

This commercial lease toolkit is for educational purposes and is not legal advice for your particular situation. Using the Commercial Lease toolkit is not legal advice and does not create an attorney-client relationship. It is also not a substitute for attorney review. Commercial leases are legally binding contracts and tenants should have an experienced real estate contract or general small business attorney review the lease on their behalf before signature. The Commercial Lease toolkit was created in partnership between the City of Seattle's Office of Economic Development and Wayfind Services.



## 6 Commercial Lease Terms Every Small Business Should Know



**Seattle Office of  
Economic Development**

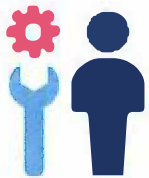
Running a business takes hard work. That's why we put together the commercial lease toolkit to help familiarize or reacquaint yourself with key information in an easy-to-understand format. Start with these six terms, and make sure to visit the complete list online.

# Key Terms



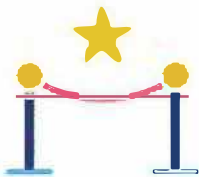
## 1. RELOCATION OF PREMISES

- A clause that might permit the landlord to relocate the tenant to another space.
- As location itself is valuable for a business, small businesses often avoid agreeing to such clauses.



## 2. TENANT MAINTENANCE

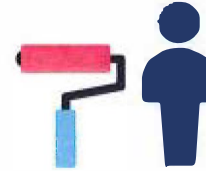
- A clause that states who is responsible for building maintenance.
- Tenants are typically not expected to be responsible for structural elements, stairs, elevators, mechanical systems, plumbing, electricity, and other similar installations



## 3. EXCLUSIVE USE

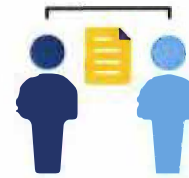
- A clause that prevents the landlord from leasing to occupants that operate a concept that would compete with the business of the tenant within a defined area.
- To avoid unnecessary competition, tenants often push for terms that would prevent similar businesses moving into the same shopping center.

# Key Terms



## 4. TENANT ALTERATIONS

- A clause that permits the tenant to make reasonable alterations to the premises.
- Tenants should generally avoid agreeing to terms that mandate alterations to conform to any change to law, rule, regulation or ordinance.



## 5. LEASE ASSIGNMENT/SUBLEASE

- A clause that states the terms under which a tenant is able to assign or sublease the premises.
- To preserve an exit strategy and facilitate corporate growth, lessees prefer agreements with clear sublease rights and terms.



## 6. LANDLORD OBLIGATIONS

- A clause that clearly states what a landlord is responsible for in terms of operation, maintenance, repair.
- It's important to ensure that all responsibilities are carried out in conformance with any laws and regulations, while not impairing visibility, access or use of premises.

VISIT THE COMPLETE CHECKLIST ONLINE!

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