Lease Agreement Template

A fixed-term or commercial lease for the use of property

Agreement date: _____ **Effective date:** _____

This lease template is suitable as a starting point for residential or commercial premises. Select the correct property type and add all mandatory disclosures, statutory notices, and location-specific terms before use.

1. PARTIES

Lessor / landlord legal name: _____
Address and contact for notices: _____

Lessee / tenant legal name: _____
Address and contact for notices: _____

2. KEY DETAILS

Premises address, unit and description: _____

Lease type (residential / commercial): _____

Commencement and expiration dates: _____

Base rent, currency and due date: _____

Security deposit / guarantee: _____

Permitted use: _____

Renewal option and notice deadline: _____

Utilities / service charges: _____

3. DEMISE AND PERMITTED USE

The Lessor leases the premises described above to the Lessee for the term and on the conditions in this Agreement. The lease includes only the areas, fixtures, parking, storage, access rights, and common facilities expressly identified in a schedule.

The Lessee may use the premises only for the permitted use stated above and must obtain any business, planning, zoning, or occupancy approvals required for that use.

4. LEASE TERM, DELIVERY AND CONDITION

The lease begins on _____ and expires on _____, unless renewed or terminated earlier in accordance with this Agreement and applicable law. Possession will be delivered on _____.

The parties will complete a condition report and inventory at commencement, including photographs, keys, meter readings, fixtures, and known defects. Any work required before occupation is: _____.

5. RENT, REVIEW AND PAYMENT

The Lessee will pay base rent in the amount and currency stated above, in advance on the _____ day of each _____, to the account or address designated by the Lessor.

Rent review, indexation, turnover rent, escalation, taxes, and any other adjustment method: _____. Any adjustment is subject to applicable law and required notice.

Late payment interest or fees, grace period, and returned-payment charges: _____, subject to statutory limits.

6. DEPOSIT, GUARANTEE AND SECURITY

The Lessee will provide the deposit or guarantee stated above. The Lessor may apply it only to amounts properly due under this Agreement and applicable law, with an itemized accounting where required.

Any bank guarantee, guarantor, parent guarantee, or other security must be documented separately and comply with local formalities. Deposit return deadline and deductions process: _____.

7. OUTGOINGS, UTILITIES AND SERVICES

The parties allocate responsibility for utilities, property taxes, rates, insurance, service charges, maintenance fees, waste, internet, and other outgoings as follows: _____.

Any shared or estimated charges will be calculated, reconciled, and evidenced using this method: _____. No undisclosed charge may be imposed unless permitted by law.

8. REPAIRS, MAINTENANCE AND ALTERATIONS

The Lessor is responsible for: _____. The Lessee is responsible for: _____. The parties will promptly notify each other of defects, damage, safety issues, or repairs requiring attention.

The Lessee may not make structural alterations, install signage, change locks, or carry out material works without written consent and any required approvals. Approved works, reinstatement duties, and ownership of improvements are: _____.

9. INSURANCE, RISK AND INDEMNITY

Insurance required from the Lessor: _____. Insurance required from the Lessee, including public liability, contents, business interruption, or other cover: _____.

Responsibility for loss, damage, claims, and indemnities will be allocated as follows: _____, subject to applicable law and the parties' insurance arrangements. No party is liable for matters that cannot lawfully be excluded.

10. ASSIGNMENT, SUBLEASE AND ACCESS

The Lessee may not assign, share occupation, or sublease the premises without prior written consent, except where applicable law provides otherwise. Consent conditions and permitted transfers: _____.

The Lessor may enter for inspection, repairs, compliance, or showing the premises after giving the notice required by law and arranging access at reasonable times, except in emergencies where immediate access is lawful.

11. RENEWAL, BREAK RIGHTS AND TERMINATION

Renewal option, exercise window, notice address, and revised rent method: _____. Any renewal must comply with statutory requirements and be documented in writing.

Break rights, early termination conditions, and notice periods: _____. For breach, the parties must follow required notice and cure procedures. No clause authorizes unlawful eviction, lockout, or seizure of property.

12. EXPIRY, HANDOVER AND DISPUTES

At expiry or termination, the Lessee will vacate, remove personal property, return keys, settle outstanding charges, and deliver the premises in the condition required by this Agreement, ordinary wear and tear excepted. Reinstatement and dilapidations process: _____.

Governing law and venue: _____. Dispute process: _____. This Agreement and its schedules are the entire agreement; amendments must be in writing and signed. If a provision is invalid, the remaining provisions

continue where permitted.

SIGNATURES

By signing below, each party confirms that they have read this Agreement, understand its terms, and agree to be bound by it to the extent permitted by applicable law.

PARTY 1	PARTY 2
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Witness (if required): _____	Witness (if required): _____
Signature: _____	Signature: _____

Template notice: This sample is provided for general informational use. It is not legal advice and has not been reviewed for the laws of your jurisdiction. Laws and mandatory terms vary by location and transaction. Have a qualified local lawyer review and adapt it before use, especially for regulated, high-value, employment, lending, property, or construction matters.