

Broker's Checklist

to be included in most leases

1. Definition of rentable area, new BOMA definition
2. Substantial completion defined
3. Landlord allowance for tenant construction defined
4. Architectural plans. Landlord to provide how many revisions before working drawings. Does Landlord cover working drawings fees?
5. Requirements for 24-hour HVAC defined
6. Approval of space plans and construction documentation
7. Change orders defined
8. Tenant delay defined
9. Commencement date defined (may be different from substantial completion)
10. Landlord delay defined (liquidated damages and termination provision)
11. Right to terminate, if substantial completion is delayed defined
12. Force majeure defined
13. Liens and encumbrances provisions defined
14. Latent building defects defined
15. Cost and design for bathrooms and corridors defined
16. Punch list provision defined
17. Tenant repair and maintenance obligation provision
18. Building directory provision
19. Signage provision
20. Change in name or address of building provision
21. Alterations provision
22. Removal of alterations at expiration of term provision