



## Narrative Office Forms Comparison

<b>Category</b>	<b>SampleF_Office</b>	<b>SampleG_Office</b>
<b>Tenant Name</b>	√	√
<b>Suite No.</b>	√	√
<b>Lease Date – Documents Reviewed</b>	√	√
<b>Square Footage</b>	√	√
<b>Term</b>	√	√
<b>Renewal Options</b>	√	√
<b>Minimum Rent</b>	√	√
<b>Free Rent</b>	√	√
<b>Other Rent</b>	√	
<b>Any Special Expense Calculation</b>		√
<b>CAM / Taxes / Insurance - Detailed</b>	√	√
<b>Management / Admin Fee</b>	√	√
<b>Utilities</b>	√	√
<b>Pro Rata Share Calculation</b>	√	√
<b>Option to Purchase / ROFR</b>	√	√
<b>Covenant to Operate / Go Dark</b>		√
<b>Co - Tenancy</b>		√
<b>Termination Rights</b>	√	√
<b>TI Allowance</b>	√	√
<b>Guarantor</b>	√	√
<b>Subletting / Assignment</b>		√
<b>Financials</b>		√
<b>Security Deposit</b>	√	√
<b>Issues of Concern / Miscellaneous</b>	√	√