**Lease Transmittal and Checklist**

| **To** |  |  | **Building** |  |
| --- | --- | --- | --- | --- |
|  | **Building Owner or Representative** |  |  |  |
|  | **Address** |  |  |  |
|  | **Phone** |  |  | **Suite No. Floor** |
|  | **Contact** |  |  | **Date** |
| **From** |  |  | **Lessee** |  |
|  | **Leasing Company Name** |  |  | **Company Name** |
|  | **Address** |  |  | **Address** |
|  | **Phone** |  |  | **Phone** |
|  | **Contact** |  |  | **Contact** |

**Attached**

□ Lease (\_\_\_\_\_\_\_ copies) □ Tenant Credit Information

□ Addenda (if applicable) □ Lease Summary

□ Amendments (if applicable) □ Security Deposit: $\_\_\_\_\_\_\_\_herewith or $\_\_\_\_\_\_\_\_

□ Workletter/Tenant Improvements □ Advance Rent: $\_\_\_\_\_\_\_\_herewith or $\_\_\_\_\_\_\_\_

□ Floor Plan □ Commission Advice

**Sent**

To on for

To on for

To on for

**Action Requested**

□ Review and Comment □ Approve □ Sign □ Deposit □ Commission Payment

□ Other:

Complete by Reviewed by

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