



## LETTER OF INTENT

Tenant Acquisition of a Leasehold Interest

Prepared by: Agent \_\_\_\_\_  
Broker \_\_\_\_\_

Phone \_\_\_\_\_  
Email \_\_\_\_\_

**NOTE:** This form is used by a tenant's agent, before making a formal offer to acquire a leasehold interest, to set forth the basic conditions sought by the tenant in an exchange of information about the property and tenancy.

To initiate an exchange of information for a buyer's acquisition of a fee interest, see **RPI Form 185**.

**DATE:** \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, California.

*Items left blank or unchecked are not applicable.*

### FACTS:

1. The prospective Tenant: \_\_\_\_\_  
The Landlord: \_\_\_\_\_  
The property: \_\_\_\_\_

### TERMS:

2. Initial monthly rent of \$ \_\_\_\_\_
3. Lease commencement date \_\_\_\_\_, 20\_\_\_\_\_, and expiration date of \_\_\_\_\_, 20\_\_\_\_\_,  
or ☐ as a month-to-month tenancy.
4. Rent adjustments during tenancy: \_\_\_\_\_
5. Tenant's intended use of the premises: \_\_\_\_\_
6. Utilities paid as follows:  
Tenant to pay \_\_\_\_\_  
Landlord to pay \_\_\_\_\_
7. Common Area Maintenance (CAMs) costs paid by Tenant for the property's proportionate share, or ☐ \_\_\_\_\_%.
8. Real estate taxes and assessments paid by ☐ Landlord, or ☐ Tenant.
9. ☐ Landlord to grant Tenant a first right of refusal to purchase the property.
10. ☐ Landlord to grant Tenant an option to extend the lease on the following terms: \_\_\_\_\_
11. Additional terms and conditions \_\_\_\_\_

### RIGHTS AND OBLIGATIONS:

12. This letter is not an offer to enter into a written agreement to acquire a leasehold interest, but is the basis for further negotiations of other necessary terms.
13. Tenant acknowledges receipt of the Agency Law Disclosure. [See **RPI Form 550-2**]

**This proposal is respectfully submitted for Landlord's feedback.**

#### I agree to the terms stated above.

☐ See Signature Page Addendum. [RPI Form 251]

Date: \_\_\_\_\_, 20\_\_\_\_\_

Tenant: \_\_\_\_\_

Signature: \_\_\_\_\_

Tenant Broker: \_\_\_\_\_

Broker's DRE #: \_\_\_\_\_

Broker's Agent: \_\_\_\_\_

Agent's DRE #: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

#### I generally concur with the terms stated above.

☐ See Signature Page Addendum. [RPI Form 251]

Date: \_\_\_\_\_, 20\_\_\_\_\_

Landlord: \_\_\_\_\_

Signature: \_\_\_\_\_

Landord Broker: \_\_\_\_\_

Broker's DRE #: \_\_\_\_\_

Broker's Agent: \_\_\_\_\_

Agent's DRE #: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_