

## **PRE SIGNING THE LEASE**

### **I. Ensure parameters captured in line with negotiation settlements**

1. Review the LOI and RFP - Verify items captured on the lease are as per final agreed to terms on the LOI or RFP

[LOI](#)

[LOI Cork and Craft](#)

2. All mails from and to with all negotiating parties are to be read and understood completely

### **II. Verify lease has all 'TBD - To Be Disclosed' filled out**

1. Some leases may have a 'TBD' (To Be Disclosed) clause filled at certain parameters of the lease - there should be no TBD clauses on the lease
2. Ensure all TBD clauses are disclosed

### **III. Guarantor details**

1. Ensure ALL guarantor details are captured on the lease, including names, phone numbers, email addresses and physical mailing addresses

### **IV. Exhibits capture**

1. Ensure ALL exhibit details are captured on lease

### **V. Naming Nomenclature**

1. Ensure all copies of leases sent are red lined and named appropriately with each document named as Version 01, Version 02, Version 03 etc (follow proper nomenclature - Tenant Name\_MM\_DD\_YY\_(Negotiation Status)\_Version Number

### **VI. Final Redlined word copy**

1. Review final redlined copy and ensure all data points are captured as per agreed upon terms

### **VII. Final Clean Copy**

1. Review final clean copy and ensure all data points are captured as per agreed upon terms

#### **VIII. Pdf of the clean Lease Document**

1. Review final clean copy and ensure all data points are captured as per agreed upon terms
2. Once all data points are reviewed thoroughly, send the final copy for signatures