

YOUR FILLABLE NYC OFFICE TERM SHEET TEMPLATE

Use this structure when requesting a complete proposal or preparing your counteroffer. It works as a checklist, email outline, or spreadsheet foundation.



1. TRANSACTION AND PREMISES

Term	Tenant entry
Tenant legal entity	_____
Guarantor, if any	_____
Building address	_____
Floor and suite	_____
Rentable square feet	_____
Usable square feet	_____
Measurement assumptions	_____
Permitted use	_____
Occupancy assumptions	_____
Included furniture	_____
Included storage	_____



2. LEASE ECONOMICS

Term	Tenant entry
Lease term	_____
Starting base rent	_____
Annual base rent	_____
Monthly base rent	_____
Fixed-rent escalations	_____
Free-rent period	_____
What free rent covers	_____
Additional-rent commencement	_____
Base tax year	_____
Tenant tax share	_____
Expense base year	_____
Operating-expense formula	_____
Electricity method	_____
Other recurring charges	_____



3. CONSTRUCTION AND DELIVERY

Term	Tenant entry
Delivery condition	_____
Landlord work	_____
TI allowance	_____
TI eligible costs	_____
TI payment method	_____
Plans attached	Yes / No
Landlord plan-review deadline	_____
Construction-management fee	_____
Possession date	_____
Lease commencement	_____
Rent commencement	_____
Outside delivery date	_____
Landlord-delay remedy	_____
Tenant-delay definition	_____
Punch-list process	_____
Restoration obligations	_____



4. BUILDING OPERATIONS

Term	Tenant entry
Building access hours	_____
Standard HVAC hours	_____
Overtime HVAC rate	_____
HVAC zones	_____
Freight elevator access	_____
Freight charges	_____
Cleaning	_____
Security procedures	_____
Visitor procedures	_____
Telecom providers	_____
Fiber status	_____
Signage rights	_____
Directory rights	_____



5. SECURITY AND FLEXIBILITY

Term	Tenant entry	Term	Tenant entry
Security deposit	_____	Recapture rights	_____
Cash or letter of credit	_____	Expansion rights	_____
Security reduction	_____	Renewal options	_____
Guaranty	_____	Contraction rights	_____
Good Guy structure	_____	Termination option	_____
Good Guy notice	_____		
Assignment rights	_____		
Affiliate-transfer rights	_____		
Change-of-control rights	_____		
Sublease rights	_____		
Consent standard	_____		



6. LEGAL AND TRANSACTION ITEMS

Term	Tenant entry
Legal occupancy confirmed	Yes / No / Pending
Required permits	_____
Insurance assumptions	_____
Brokerage	_____
Exclusivity, if any	_____
Access before lease signing	_____
Confidentiality, if any	_____
Proposal expiration	_____
Nonbinding language	_____
Open business issues	_____
Attorney review	_____



Do not fill blank deal points with "standard." Ask for the actual economic or operational term.