COMMERCIAL LEASE NOTICE

Date: _____

Delivered by: [ ] hand delivery [ ] certified mail, return receipt requested [ ] overnight courier [ ] first-class mail [ ] email

To: _____, [ ] Tenant [ ] Landlord Attention: _____ Address: _____

From: _____, [ ] Landlord [ ] Tenant Address: _____

Premises: _____ Suite: _____

This notice is given under the lease dated _____ (the "Lease") for the commercial premises named above (the "Premises"), under Section _____ of the Lease.

1. SUBJECT OF THIS NOTICE (CHECK ONE)

[ ] Termination or non-renewal [ ] Lease violation [ ] Renewal or exercise of an option [ ] Rent change under the Lease [ ] Other: _____

2. TERMINATION OR NON-RENEWAL

The Lease or the tenancy under it ends on _____ (the "Termination Date") because: [ ] the term ends and the sender will not renew or extend it [ ] the sender terminates the periodic tenancy [ ] the sender exercises an early termination right in the Lease. Termination payment the Lease requires, if any: $_____, paid by _____.

The Lease requires this notice for the termination: _____.

On or before the Termination Date, the Tenant will vacate the Premises, remove its personal property and any trade fixtures and alterations the Lease requires it to remove, repair any damage caused by that removal, deliver the Premises in the condition the Lease requires, including: _____, and return all keys, access cards and codes to _____. Rent and other charges remain payable through the Termination Date.

3. LEASE VIOLATION

The recipient is in violation of Section _____ of the Lease, as follows: _____

To cure the violation, the recipient must: _____, by [ ] _____ [ ] within _____ days after delivery [ ] the cure period the Lease gives.

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If the violation is not cured by the deadline, the sender may exercise the rights and remedies available to it under the Lease and applicable law. This notice is a demand to cure and does not terminate the Lease.

4. RENEWAL OR OPTION

[ ] The sender exercises the option to renew or extend the Lease for a renewal term of _____. Rent for the renewal term: [ ] as the Lease provides [ ] _____.

[ ] The sender intends to renew and asks to discuss terms. This is not the exercise of any option and binds neither party.

[ ] The sender exercises the following option under the Lease: _____.

5. RENT CHANGE UNDER THE LEASE

Starting _____, the _____ changes from $_____ to $_____ per [ ] month [ ] year. Calculation: _____. This notice applies a change the Lease already provides and does not amend the Lease.

6. OTHER NOTICE

Subject: _____

_____

7. RESERVATION OF RIGHTS

This notice does not waive any right or remedy the sender has under the Lease or applicable law. Please send any reply to the sender at the address above.

SIGNATURES

Sender (Landlord or Tenant)

Signature: _____ Date: _____

Printed Name: _____

CERTIFICATE OF DELIVERY

I delivered a copy of this notice to _____ on _____ by _____, at the address stated in this notice. I certify that the statements in this certificate are true and correct.

Signature: _____ Printed name: _____

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