

Municipal Office Space Lease Agreement

Date: [Insert Date]

To:

[Tenant's Name]

[Tenant's Address]

Subject: Lease Agreement for Office Space

Dear [Tenant's Name],

This letter serves as a formal agreement regarding the lease of municipal office space located at [Property Address]. The terms of the lease are as follows:

1. Parties Involved:

Landlord: [Municipal Office Name]

Tenant: [Tenant's Name]

2. Lease Duration:

The lease will commence on [Start Date] and will terminate on [End Date].

3. Rental Payment:

The monthly rent shall be [Amount] payable on or before the [Due Date] of each month.

4. Security Deposit:

A security deposit of [Amount] is required prior to the commencement of the lease.

5. Use of Premises:

The premises shall be used exclusively for [Describe Allowed Use].

6. Maintenance and Repairs:

The Tenant shall be responsible for maintenance and repairs as outlined in the attached schedule.

7. Termination:

Either party may terminate this lease by providing [Notice Period] written notice.

Please sign below to indicate your acceptance of the terms of this lease agreement:

[Tenant's Name] (Tenant)

[Landlord's Name] (Landlord)

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Municipal Office Name]

[Contact Information]