



**NEW YORK UNIVERSITY**  
A private university in the public service

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## **OFFICE OF GENERAL COUNSEL MEMORANDUM**

### **LEASE OF SPACE, GLOBAL**

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The Office of General Counsel seeks to provide timely and helpful legal services to our clients. We understand that certain transactions, such as those involving the lease of space outside the U.S., can be both complicated and time sensitive.

We are best able to do our job when we understand the lease terms that our NYU clients seek or that have been negotiated. To that end, the attached Term Sheet should be completed and delivered to our office. In addition to assisting us in the preparation and negotiation of the proposed lease, the Term Sheet also may assist the business person negotiating the lease terms.

#### **Further Resources**

If you have legal questions regarding use of NYU office space for outside business activities, you can find a member of the Office of General Counsel who practices in this area by visiting our [practice areas page](#) and scrolling to “Global and International Affairs (including Foreign Programs and Sites).”

**Term Sheet: Lease of Premises (Global)**

NYU is in negotiations to enter into a lease as described below.

**Address of Premises:** \_\_\_\_\_  
\_\_\_\_\_

**City:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Landlord (Name/ Address):** \_\_\_\_\_

**Tenant:** New York University, NYU branch or NYU subsidiary: \_\_\_\_\_

**Description of Premises:** Floors(s) \_\_\_\_\_; Unit Designation: \_\_\_\_\_;

Approximate Sq. Ft./ Meters: \_\_\_\_\_.

**Term:** \_\_\_\_\_ (\_\_\_) years.

**Option(s) to Extend:** \_\_\_\_\_  
\_\_\_\_\_

**Use:** \_\_\_\_\_

**Projected Start Date of Lease:** \_\_\_\_\_

**Pre-Commencement Obligations: (e.g., Landlord's Work)** \_\_\_\_\_  
\_\_\_\_\_

**Annual Rent: Year 1:** \_\_\_\_\_

**Rent Escalations:** \_\_\_\_\_

**Security Deposit:** \_\_\_\_\_

**Operating Expense Pass-Thrus:** \_\_\_\_\_

**Real Estate Taxes:** \_\_\_\_\_ **Base Year:** \_\_\_\_\_

**Tenant's Proportionate Share:** \_\_\_\_\_

**Repair and Maintenance Obligations:**

**Premises:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Services to be provided by Landlord:**

<b>Elevator:</b> _____	<b>HVAC:</b> _____
<b>Cleaning:</b> _____	<b>Garbage Removal:</b> _____
<b>Extermination:</b> _____	<b>Security:</b> _____
<b>Common Area Maintenance:</b> _____	

**Electricity:** Metered \_\_\_\_\_ or Submetered \_\_\_\_\_

**Utilities:** \_\_\_\_\_

**Diligence Performed to Date:**

<b>Site/Engineering inspection:</b> _____	<b>Life/Safety:</b> _____
<b>Zoning or local equivalent:</b> _____	<b>Public Safety:</b> _____
<b>Local Code Compliance:</b> _____	

**Termination Rights:** \_\_\_\_\_

**Guarantees to be Delivered:** NYU: \_\_\_\_\_ Landlord: \_\_\_\_\_

**Landlord's Work (Pre-Commencement Work):** \_\_\_\_\_

**Tenant's Work:** \_\_\_\_\_

**Broker:** \_\_\_\_\_ **Fee:** \_\_\_\_\_

**Landlord's Representative/Attorney:** \_\_\_\_\_

**NYU Representative:** **Global:** \_\_\_\_\_ **FCM:** \_\_\_\_\_

**Non-Standard Provisions:** \_\_\_\_\_

Please supplement any of the above responses either below or on additional pages if required.

Attach copies of any relevant documents (e.g., floor plans, brokerage agreement) if any.