

Sample Lease Agreement Proposal:

Name of leasing agency: Crestview Realtors

RFP number: 3402GS

Name of owner of property: Phil Reynolds

Address: 733 Cooper Lane, Dallas

Location of property: Same as above

Name of tenant: Mary Wesson

Address: 433 Hill Drive, Dallas

Proposal prepared on: December 20, 2011

Proposal prepared by: Kyle Richards

Manager, Crestview Realtors

Proposal submitted on: December 29, 2011

Proposal topic: Lease agreement proposal

Purpose: The purpose of this proposal is to make the lessee and the lessor aware of the various terms and conditions in the lease agreement and get their approval for making the formal agreement

Details of Lease Agreement Proposal:

- The area leased has a floor space of 2,000 sq ft
- The rent of the property will be \$3,000 per month in addition to utility bills
- The duration of the lease is 2 years
- Both parties must give a notice of 1 month

Proposal signed and approved by:

Lessor

Lessee

Date

Date