

Lease Renewal Checklist

Use this checklist to prepare for an upcoming office lease renewal and ensure your team reviews the most important items before signing a new term.

1. Review Lease Documents

- Original lease and all amendments
- Renewal window and notice deadlines
- Current rent schedule and escalation terms
- Operating expense structure and historical increases
- Maintenance and repair responsibilities

2. Inspect the Space

- Condition of interior finishes and fixtures
- HVAC, electrical, and plumbing performance
- Safety systems and ADA compliance
- Necessary repairs or upgrades
- Photos and notes of any issues



3. Evaluate Space Fit

- Actual usage vs total square footage
- Hybrid work patterns and desk needs
- Expected headcount changes
- Layout efficiency and amenities

4. Review Financial Impact

- Base rent compared to market rates
- Operating expense history and expected increases
- Total occupancy cost modeling for the new term
- Cost of renewing vs relocating

5. Assess Building Services and Landlord Performance

- Responsiveness to repair requests
- Quality of common areas and building systems
- Accuracy of past operating expense statement



6. Prepare for Negotiaion

- Repairs or improvements needed
- Desired changes to lease length or terms
- Tenant improvement requests
- Updated operating expense caps or clarifications
- Budget targets and walk away numbers

7. Final Steps Before Signing

- Confirm all negotiated items are included
- Validate dates, rent, and escalation details
- Legal review completed
- Internal approval obtained