

LETTER OF INTENT TO LEASE

(Non-Binding Proposal)

SUN COMMUNITY CENTER – LAFAYETTE, LOUISIANA

This Letter of Intent summarizes the general terms of a proposed lease between Landlord and Tenant for premises located within the Sun Community Center. The terms outlined are non-binding and intended solely as a basis for preparing a formal lease agreement.

LANDLORD:

Name: Sun Community Center (operated by Sun CHDO)
Address: 200 Clara Street, Lafayette, LA 70501
Phone: 337-501-7617 E-mail: ABLEMELLE@SUNVESTKA.COM

TENANT:

Name: _____
Business Name (if applicable): _____
Address: _____
Phone: _____ E-mail: _____

LEASED PREMISES:

Building: Sun Community Center
Address: 200 Clara Street, Lafayette, LA 70501
Suite/Room: _____
Leased Premises Size: _____ sq. ft.

TERM:

Months Years Commencing on: _____ Ending on: _____

BASE MONTHLY RENT:

Dates		Rate per rentable square foot (optional)		Base Monthly Rent \$
From	To	\$ Monthly Rate	\$ Annual Rate	

ADDITIONAL RENT:

(1) Expense Reimbursements: Utilities Maintenance Insurance Common Area (CAM) Other _____

Payable as: Full pro rata share Pro rata share above base year Expense stop \$ _____ per year

(2) Parking: \$ _____ for _____ parking spaces Common Restricted Reserved

Initialed for Identification by Landlord: _____ and Tenant: _____

EXPENSE REIMBURSEMENTS:

Tenant landlord's total projected expenses for the operation of the Property at the time the lease commences (not considering any base year or expense stop) are shown in the table below:

Projected Expenses	
\$ Monthly Rate	\$ Annual Rate
___/ rsf / month	___ / rsf / year

RENEWAL OPTIONS:

Tenant may renew the lease for an additional term of ___ months/years, subject to mutual agreement on rental rate and lease conditions.

SECURITY DEPOSIT:

\$_____ due at lease execution.

TENANT'S USE:

_____ (e.g., Office, Wellness Services, Retail, Studio Space, etc.)

TENANT IMPROVEMENTS:

To be completed by: Landlord Tenant

Landlord Contribution Limit: \$_____

Tenant Improvements Description: _____

Landlord will reimburse Tenant up to this amount upon verified completion.

BROKERS (if applicable):

Representing Landlord: _____

Representing Tenant: _____

Commission: To be determined by separate written agreement, if any.

SPECIAL PROVISIONS:

- Tenant acknowledges that the property is a community facility with shared access and operations.
- Landlord reserves the right to approve all signage and modifications.
- Tenant agrees to comply with all community center policies and hours of operation.

NON-BINDING NOTICE:

This Letter of Intent is not a legally binding lease. Neither party shall be obligated to proceed unless and until a formal written lease is executed by both parties. No party shall be bound by negotiation, discussion, or draft agreements until final signatures are obtained.

EXPIRATION:

If acceptable, please indicate by signing below and returning a fully executed copy by 5:00 p.m. on _____.

Date: _____

SIGNATURES

LANDLORD:

Signature: _____

Printed Name: _____

Title: _____

Initialed for Identification by Landlord: _____ and Tenant: _____

TENANT:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Initialed for Identification by Landlord: _____ and Tenant: _____