

Office Lease Requirements

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If a **new** branch/district manager plans to have a physical (shared or their own) office, Olean **MUST** receive a signed copy of the **new** branch/district manager's office lease (or shared agreement) before any company startup funds are released to their account. The following information is a requirement for your lease:

- Lease must have the dates filled in.
- Lessee Name- should be the manager's name.
- Terms (dates and length) need to match (3-6 months). Lease should be for at least three months for both BM's and DM's with no limit to length.
- **The monthly rental amount must be included in the lease and if a Security Deposit is required it must also be listed.**
- **The terms/time frame, rental amount and security deposit must agree.**
- **Use Section-** required and prefer **"general office space"** or **"independent recruiting and training office"**. **Can NOT State:** Vector Marketing Corp, Cutco, retail, distribution center, and product distribution, shipping of knives, warehouse, and commercial purposes or residential anywhere on lease.
- If **Sublease-** need all original & current terms stated or entire original (current) lease AND original landlord approval/signature.
- If **shared space-** must have a signed agreement between parties (one party needs to have actual lease). Managers can complete this form through VC office opening process.
- **Must** have the landlord and lessee's signatures.
- Any changes **must** have landlord initials or entire amended lease with signature sent.
- PDF or Word format only (**NO** embedding in e-mails or pictures).

Please have managers send their leases to the region and/or DVM to review. **Once reviewed and approved, upload** the lease to **VectorConnect**.

When the manager's lease is approved, their startup funds will be released and **MUST** be requested through the region and/or DVM.

*Any questions regarding leases should be directed to officeleases@cutco.com

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