



LETTER OF INTENT TO LEASE

5621 Departure Dr., Suite 101, Raleigh, NC 27616

Date: _____

Corporate Name: _____, Inc

Attn: _____

Re: Proposed Lease Terms – 5621 Departure Rd, Suite 101, Raleigh, North Carolina 27616

Mattera Realty (“Landlord/Listing Agency”), through its agent Paul Mattera, is pleased to present this non-binding Letter of Intent outlining the proposed business terms for a potential commercial lease between Landlord and _____ Inc (“Tenant”). These terms are provided solely for discussion and are subject to the execution of a mutually acceptable lease agreement.

1. Property Information

Property: Departure Association, 5621 Departure Rd, Suite 101, Raleigh, NC 27616

Premises: Approximately 1,833 SF

Use: Marketing/Sales Firm / General Flex Office Use with insulated bay door

Tenant/Trade Name: _____ Inc

Guarantee: None

2. Lease Term

Primary Term: Two (2) years (minimum) – Four (4) years

Option Term: One (1) additional two-year extension, exercisable with ninety (90) days written notice, provided Tenant is not in default and has continuously operated throughout the term

Lease Commencement: May 1, 2027

Estimated Delivery Date: Landlord to deliver the Premises in “Make Ready” condition, including all Landlord Work

3. Financial Terms

Base Rent: Four-year structure beginning at \$3,300 per month, increasing 3% annually. Total projected base rent is approximately \$173,344.32

CAM/NNN Charges: Estimated at \$159.85 per month

Total Estimated Occupancy Cost: Approximately \$173,344.32 over the Four (4) year term

Security Deposit: Equal to one month’s base rent

Prepaid Rent: First and last full month’s base rent due at lease execution



Year Months Base Rent / Month CAM / Month Total Monthly Annual Base Rent Annual Total Rent

1	1-12	\$3,300.00	\$159.85	\$3,459.85	\$39,600.00	\$41,518.20
2	13-24	\$3,399.00	\$159.85	\$3,558.85	\$40,788.00	\$42,706.20
3	25-36	\$3,500.97	\$159.85	\$3,660.82	\$42,011.64	\$43,929.84
4	37-48	\$3,605.99	\$159.85	\$3,765.84	\$43,271.88	\$45,190.08

4. Landlord Work

Landlord shall deliver the Premises in clean, broom-swept condition with new flooring, uniform ceiling tiles, and fresh paint throughout. Landlord shall replace any damaged or stained materials and ensure all lighting is operational and upgraded where available.

5. Tenant Work

Tenant shall perform, at its sole cost and expense, all improvements required for Tenant's occupancy and operations. All work shall comply with applicable codes, ordinances, and laws. Tenant's plans shall be submitted to Landlord for review and approval prior to permitting.

6. Maintenance Responsibilities

Landlord shall maintain the foundation, roof structure, exterior walls, and exterior wall treatments, except where damage is caused by Tenant or its agents. Tenant shall maintain all other aspects of the Premises and promptly notify Landlord of any required repairs.

7. Signage

Building-standard signage, if requested, regulated by Association, paid by tenant.

8. Utilities and Trash

Landlord shall provide water, sewer, trash, and electric services to the Premises, included as part of Operating Expenses. Tenant shall be responsible for telephone and communication services.



9. Exclusive

None required.

10. Broker

To be determined upon Tenant/buyer presentation.

11. Non-Binding Nature of This Letter

This Letter of Intent is not an offer, reservation, or option. It is non-binding and for discussion purposes only. Neither party shall be bound until a final lease is fully executed by both Landlord and Tenant. All terms herein may be changed or withdrawn by either party at any time prior to execution without liability. This proposal is valid for four (4) business days from the date above.

Thank you for your consideration. We look forward to your response.

Sincerely,

Paul Mattera

Mattera Realty Commercial

919-632-1374

PaulMattera@gmail.com

Acknowledged and Accepted

TENANT: _____, Inc

By: _____

Name: _____

Its: _____

Date: _____

LANDLORD: Mattera Realty

By: _____

Name: _____

Its: _____

Date: _____