



**ARIZONA COMMERCIAL LEASE REVIEW
SERVICE AGREEMENT**



Complete, print, sign and mail this Agreement to hire KEYTLaw, L.L.C., and Arizona real estate law attorney Richard Keyt (collective the "Firm") to review a lease for commercial property located in Arizona for the guaranteed fixed fee set forth below. This Agreement states exactly what the Firm will do in exchange for the fixed fee. For information about the firm, see www.keytlaw.com. For information about Richard Keyt, see his [online resume](#).

We require payment in advance before we will review your Lease. Unless there are unforeseen costs (for example you want us to send documents to you via FedEx or UPS overnight) or developments or you hire us for additional services unrelated to the services contracted for in this Agreement, your advance payment should be the only amount you pay. We will send you an itemized invoice for all services.

YOUR FIXED FEE & AMOUNT PAYABLE TO KEYTLAW, LLC

Check the boxes below to select the applicable fee:

Review a Lease for Arizona Commercial Property: Arizona real estate attorney Richard Keyt will review a commercial Lease, make his hand-written comments and suggestions on the Lease and discuss his review with you on the phone. The fee is based on the length of the Lease. The longer the Lease the more time it takes to review and discuss.

\$ 499 Fee for Leases under 20 pages.

\$ 749 Fee for Leases 21 - 30 pages.

\$ 999 Fee for Leases 31 – 40 pages.

\$1,249 Fee for Leases 41 – 50 pages.

\$1,449 Fee for Leases 51 – 60 pages.

\$ 199 **Review a Guaranty of the Lease:** Check this box if the landlord requires any owner of the tenant to guaranty the Lease and you want Richard Keyt to review the Guaranty.

\$ 299 **Two Business Day Expedited Review Service:** Special two business day expedited service to review your Lease and Guaranty (if purchased). Normal review time is 4 -7 days.

\$ _____ **Total Payable to KEYTLaw, LLC**

The above fixed fee includes: (1) all of Arizona real estate attorney Richard Keyt's time to review the information about the Lease contained in this Agreement, (2) discuss the proposed Lease with you before beginning the review, (3) review the Lease, (4) write comments and suggestions on the Lease, (5) email the Lease with comments and suggestions to you, and (6) discuss the reviewed Lease with you on the phone. If you check the box labeled "Review a Guaranty of the Lease," Richard will also provide the same services with respect to the Guaranty.

The exact costs of our services are set forth above and depend on the services you purchase. Unless there are unforeseen costs (for example you want us to send documents to you via FedEx or UPS overnight) or developments or you hire us for additional services unrelated to the services agreed to in this Agreement, your advance payment should be the only amount you pay us for the services.

The Firm will not provide any services until it has been paid in advance and received a signed copy of this Agreement. The Firm will send you an invoice for all services. If an invoice shows a balance owed, you agree to pay it within ten days after the Firm mails the invoice. If you do not pay an invoice within thirty days, the Firm may charge interest on unpaid amounts at the rate of 1.5% per month, and the Firm may terminate all services and/or withdraw from further representation. The entire amount you pay KEYTLaw, LLC, and Richard Keyt for fees and costs is nonrefundable, but you may nevertheless discharge KEYTLaw, LLC, and Richard Keyt at any time and in that event you may be entitled to a refund of all or part of the fee based upon the value of the representation.

Unless previously terminated, our representation of you will terminate upon sending you the Lease with Richard Keyt's comments. We are being hired to provide legal services in connection with the specific matter contemplated in this Agreement.

After completion of the matter for which we are engaged, changes may occur in laws or regulations that are applicable to you that could have an impact upon your future rights and liabilities. Unless you continue to engage us to provide additional advice, we do not have any continuing obligation to advise you with respect to future legal developments.

The Firm will not provide any services beyond the services listed above without first contacting you and getting your approval in advance for any additional services. Some clients also want Richard Keyt to modify the Lease to include provisions she recommends, which Richard will do on your request at his hourly rate. For any legal services in addition to the fixed fee services specified in this Agreement, hourly rates of Firm personnel are: (1) \$395 for Richard Keyt, and (2) \$245 for his son real estate attorney Richard C Keyt, JD, CPA.

Our policy is not to retain original documents or other valuable documents. We will make a copy for our file of original documents that we receive and return the original documents to you. If you give us original documents or copies of documents that are your only copies, please let us know and we will make copies for our file and return the originals or only copies to you. It is also our policy to retain client files for a limited period to time, which is usually, but not always, five years, after which we destroy the documents. You authorize us to destroy your documents after five years without giving you any prior notice.

You are hiring the Firm only with respect to the legal matters stated above, not for any other legal services. We are not acting as your attorney in advising you with respect to this Agreement because we would have a conflict of interest in doing so. If you or any person or entity affiliated with you have questions about whether you should sign this Agreement, we recommend that each concerned person consult with other legal counsel. If any dispute arises over this Agreement or our providing services to you, the sole place for venue will be Maricopa County, Arizona.

Commercial Lease Questionnaire

1. Name of Tenant: _____

2. Type of Tenant: LLC corporation limited partnership trust

3. State of Formation: _____

4. Tenant's Address: _____

5. Tenant's Contact Name: _____

6. _____ _____
 Phone Email address

7. Lessor: _____

8. Type of Lessor: LLC corporation limited partnership trust

9. Lessor's Address: _____

10. Lessor's Contact Name: _____
 _____ _____
 Phone Email address

11. Address of Premises: _____

12. Lease Start Date: _____

13. Initial Term: _____

14. Option(s) to Renew: _____

15. Base Monthly Rent: \$ _____

16. Percentage Rent: _____

17. CAM Charges (explain):

18. TI Allowance (explain):

19. Parking Provisions:

20. Option to Purchase: Yes No If yes, explain the terms and conditions of the option below.

21. Is Lease Guaranteed: Yes No

22. Who Guarantees: _____

23. Tenant Contingencies: List below any conditions or contingencies that apply to Tenant. Contingencies are items that must be satisfied before the Tenant becomes obligated under the Lease.

24. Additional Information: State any other important terms and conditions or facts about the Lease below.

ABOUT THE SIGNATURE LINE BELOW

Chose one of the following three signature options:

1. **Digital Signature:** You can digitally sign this agreement using Adobe's free secure digital signature feature. To sign it digitally, click on the line below that is just above the text that says: **Signature of signer** then follow the instructions. Once you have digitally signed this agreement, it cannot be altered without your key.
2. **Old Fashioned Manual Signature:** Click on the print button below to print this agreement. Sign the agreement and then deliver it to Richard Keyt using one of the methods described below.

IMPORTANT NOTE: WE WANT YOU TO EMAIL THIS AGREEMENT TO THE FIRM, BUT YOU MUST ALSO MAIL, FAX OR EMAIL THIS AGREEMENT TO THE FIRM WITH THE ACTUAL SIGNATURE OF THE PERSON WHO IS HIRING US OR AN AUTHORIZED OFFICER OR AGENT OF THE ENTITY THAT IS HIRING THE FIRM.

If you have any questions about this agreement or about our services, call Richard Keyt at 602-906-4953, ext. 1.

The undersigned represents that he or she signs this Agreement on behalf of the undersigned or the Tenant named above.

KEYTLaw, L.L.C., an Arizona limited liability company

By: _____

Its: _____

Signature of Signer

Print Signer's Name

HOW TO DELIVER THIS AGREEMENT TO KEYTLAW

1. **Easy Email Method (only for Outlook & Outlook Express):** Click on the **Submit to KEYTLaw Via Email** button found at the end of this agreement. Clicking on the submit button will open **Outlook** or **Outlook Express** with an email message pre-addressed to Richard Keyt. Click on the SEND icon **IN YOUR EMAIL PROGRAM** to send the email to Richard with this agreement attached as an Adobe pdf file. Use the Harder Email Method if you do not use **Outlook** or **Outlook Express**.

IMPORTANT NOTE: WE WANT YOU TO EMAIL THIS AGREEMENT TO THE FIRM, BUT YOU MUST ALSO MAIL, FAX OR EMAIL THIS AGREEMENT TO THE FIRM WITH THE ACTUAL SIGNATURE OF THE PERSON WHO IS HIRING US OR AN AUTHORIZED OFFICER OR AGENT OF THE ENTITY THAT IS HIRING THE FIRM.

2. **Harder Email Method:** Save this agreement as a file on your computer then send the saved pdf file to rk@keytlaw.com as an attachment to an email. **You must have Adobe Acrobat or Reader to save this form on your computer with the data in it.** Go here to download the free Adobe Reader: www.adobe.com/products/acrobat/readstep2.html.
3. **Fax:** Fax this Agreement directly to Richard Keyt at 602-297-6890. You do not need a cover sheet.
4. **Snail Mail:** Mail or deliver the Agreement in a sealed envelope addressed as indicated to one of the following addresses:

Richard Keyt
KEYTLaw, LLC
3001 East Camelback Road, Suite 130
Phoenix, Arizona 85016

5. CLICK BELOW TO EMAIL THIS AGREEMENT TO RICHARD KEYT

If you use Outlook or Outlook Express for your email, you can send this agreement to Richard Keyt by clicking on the button below that says **Submit to KEYTLaw Via Email**. Your email program will open with an email message pre-addressed to Richard Keyt and this agreement attached as an Adobe pdf file. When your email program opens, click on the **send icon** in your email program.

CAUTION: WHAT TO DO IF CLICKING ON THE SUBMIT VIA EMAIL BUTTON DOES NOT WORK

If clicking on the **Submit to KEYTLaw Via Email** button below does not cause your email program to open with this document attached as a file, you must deliver this completed agreement to Richard Keyt by the Harder Email Method (Number 2), or methods 3 or 4 described at the top of this page.

CONFIRMATION FROM KEYTLAW ON RECEIVING THIS AGREEMENT & YOUR PAYMENT

When we receive this agreement and your payment, we will send you an email message confirming receipt. If we do not get either your agreement or your payment, we will notify you of that fact by another email. We usually send the confirmation email within a few hours if we receive it on a business day between 8 and 5 pm. If we receive your agreement and payment on a non-business day or after hours, we may not send a confirmation email until the next business day.

HOW TO PAY

1. **Preferred Method:** Call 602-906-4953, ext. 7 and give your major credit card information to Richard Keyt's legal assistant.
2. Mail or deliver your check payable to KEYTLaw, LLC to the below address.

Richard Keyt
KEYTLaw, LLC
3001 E. Camelback Road, Suite 130
Phoenix, AZ 85016