

COMMERCIAL HOLDING DEPOSIT RECEIPT

Deposit Received to Hold Commercial Real Estate Property Pending Lease Execution

Receipt No:

Date:

1. PARTIES

Landlord/Broker:

Company:

Address:

Phone:

Prospective Tenant:

Company:

Address:

Phone:

2. PROPERTY DETAILS

Property Address:

Suite/Unit No:

Approx. Square Footage:

3. DEPOSIT & PAYMENT DETAILS

Holding Deposit Amount:

Payment Method:

Check / Reference No:

Holding Period Expiration:

Terms and Conditions: The Landlord acknowledges receipt of the holding deposit specified above. In consideration of this deposit, the Landlord agrees to remove the Property from the market and hold it exclusively for the Prospective Tenant until the Holding Period Expiration Date.

If the Prospective Tenant executes the formal commercial lease agreement within this timeframe, this deposit shall be applied toward the total security deposit or the first month's rent. If the Prospective Tenant fails to execute the lease agreement by the expiration date through no fault of the Landlord, the Landlord may retain this deposit to cover administrative costs and marketing damages incurred while holding the property.

Authorized Representative Signature

Landlord / Landlord's Agent

Prospective Tenant Signature

Applicant / Tenant's Authorized Signatory

Print Name:

Date:

Print Name:

Date: