


# Lease Modification Agreement

- 🔊 Most leases allow changes, but only if in writing. Here is the agreement you can use to change the terms of a lease.
- 🔊 The first part of the Memorandum should be completed and distributed to the other party along with a copy of the Lease Modification Agreement.

Date: **[Date]**

To: **[Tenant/Landlord]**

From:  **[Owner/Founder]**  
**[Company]**

Subject: **Lease Modification Agreement**

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Thank you very much for agreeing to the proposed changes to our Lease Agreement.

Attached is our “Lease Modification” Agreement in order to clearly establish the terms and conditions that we have agreed upon to modify our lease.

I believe that it embodies everything we discussed.

Please read the agreement carefully.

We recommend that you also have it reviewed by your own qualified legal counsel.

Time is of the essence.

Please sign and return it to me asap.

Thank you very much!

# From JIAN

## NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🔴 **Do Not Use This Agreement 'As-Is.'**
- 🔴 **This Agreement Is Not Legal Advice.**
- 🔴 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🔴 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🔴 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

## Free Access to Attorneys, Accountants & Consultants in Your Area

We're building a network of business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.


- Please visit our website under [Expert Referral Network](#).

## Ongoing Update Service Keeps You Current


Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under [Updates](#).
- Remember to bookmark our website: [www.JIAN.com](http://www.JIAN.com)

## Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[ ]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[ ]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.


# Lease Modification Agreement

🔊 This is a standard introductory paragraph that lists the parties to the Agreement and the date it is being entered into. You need to enter the date of the Agreement, the names of the parties and their addresses.

Effective Date **[Date]**

between **[Owner/Founder]**, (“Tenant”)  
located at [Address]  
[City], [State] [Zip Code]

and **[Name of Owner / Landlord]** (“Landlord”),  
located at [Address].

🔊 The following paragraph  refers to the original Lease Agreement. Enter the date of that Agreement and the location of the leased premises.

This is an addendum to the Lease between the Landlord and the Tenant:

- Dated [Month, Day, Year]
- for commercial / residential space
- located at [Address].

### Modifications

The parties agree to the following changes and additions to that Lease Agreement:

🔊 List the changes to the Lease. You can make as few or as many changes as you need.

- xxx
- xxx
- xxx

🔊 Other than the changes made above, all other terms of the original Lease remain in effect.

In all other respects, the terms of the original Lease remain in effect. If there are any conflicts between this addendum and the original Lease, as of the Effective Date above, the terms of this addendum will prevail.

🔊 Enter the name of the Landlord and the Tenant below.

Landlord

Tenant

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[Name of Landlord]

[Owner/Founder]