COMMERCIAL LEASE SERIES

START HERE

Your files, in plain language — read this page first.

WHERE YOUR FILES LIVE

After purchase, your files live in your Etsy account. Sign in to Etsy, go to Purchases (your profile icon, then Purchases and reviews), open this order, and choose Download Files. Save the downloads to your phone or computer before you start filling anything in.

HOW TO OPEN THEM

1. PDF files open in any free PDF reader, browser, or phone Files app. If a file arrives as a ZIP, tap or double-click it to unzip, then open the files inside.
2. The spreadsheet (.xlsx) opens in Excel, Google Sheets (upload it, then open), or LibreOffice. Yellow cells are yours to fill in; green cells calculate for you.
3. Print the flat PDF, or skip printing and use the FILLABLE PDF on your phone — tap each field and type.

WHICH FILE IS FOR WHAT

- ☐ FLAT PDF (US Letter + A4) — print and fill in by hand, or keep as the clean master copy.
- ☐ B&W US LETTER PDF — ink-friendly grayscale version for cheap home or office printing.
- ☐ FILLABLE PDF — phone-friendly version; type into every field, including the worksheets.
- ☐ TRACKER (.xlsx) — verification checklist tracker with rent / deposit totals and a deadline countdown.
- ☐ BONUS FILE — the A4 ink-friendly B&W version is NOT in the Etsy download. Its free download link is in your Etsy thank-you message after purchase (Message to buyers).

STUCK? MESSAGE US

- Open your Etsy order and choose Message seller (or Messages in the Etsy app) and tell us what you are stuck on. We reply through Etsy messages.

Disclaimer: This kit is a verification and organization tool only. It does not provide a binding legal certificate. It is not legal advice, consult an attorney about your situation before you sign any estoppel certificate. Lease terms and estoppel rules vary by lease and by local law — always check your signed lease and your local rules.

What Is an Estoppel Certificate?

Understand it first. Verify every line. Then — and only then — sign.

An estoppel certificate (sometimes called a tenant estoppel) is a signed statement in which a tenant confirms facts about their lease — who the parties are, the rent, the term, deposits, options, and whether anyone is in default. A landlord, a buyer of the building, or a lender may ask for one, often during a sale or refinancing. Once signed, others may rely on what it says — which is why a wrong line you sign can be hard to undo later. This kit does not give you a certificate to sign. It helps you check the certificate you were handed against your actual signed lease, line by line, before any signature. (General information only.)

VERIFY BEFORE YOU SIGN — WORK IN ORDER

- ☐ GET THE REAL DOCUMENTS: your signed lease, every amendment, every side letter or addendum, and your rent / deposit records. Do not verify from memory.
- ☐ READ THE CERTIFICATE SLOWLY: highlight every factual claim it makes about your lease — parties, dates, money, options, defaults. Each claim gets checked on pages 3–4.
- ☐ CHECK EVERY LINE AGAINST THE LEASE: certificate says vs. lease actually says vs. match? If a line does not match, do not sign it as written — list it on page 6 and ask, in writing.
- ☐ WATCH THE RED FLAGS (page 5): blanks, figures that differ from your records, statements about defaults or options you never agreed to, and pressure to sign the same day.
- ☐ ASK QUESTIONS IN WRITING: use the letter worksheet on page 6. Keep copies of what you send and what comes back.
- ☐ DEADLINE REALITY CHECK: note the date you were asked to return it (page 9). A deadline is a request to manage — not a reason to sign facts you have not verified.
- ☐ GET ADVICE BEFORE YOU SIGN: if anything does not match, is unclear, or asks you to give up a right, consult an attorney first. That step is part of using this kit correctly.

YOUR CASE AT A GLANCE

Business / tenant name: _____ Premises: _____

Who asked for the certificate (landlord / buyer / lender): _____ Date received: _____

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Lease Facts Verification — Part 1

Parties, premises, term, and rent — certificate vs. your actual lease.

For each fact: copy what the certificate says, copy what your signed lease actually says, then mark Match? Y or N. Every N goes on the questions letter (page 6). Do not round money figures — copy them exactly.

1. LANDLORD NAME (legal name on the lease)

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

2. TENANT NAME (legal name on the lease)

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

3. PREMISES (address, suite, and size stated)

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

4. LEASE START DATE AND END DATE

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

5. CURRENT MONTHLY BASE RENT

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

6. RENT ESCALATIONS / NEXT INCREASE DATE & AMOUNT

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

Lease Facts Verification — Part 2

Deposits, options, defaults, and every other statement in the certificate.

Same rule: certificate says vs. lease actually says vs. match? Pay special attention to defaults and options — a certificate that says 'no defaults' or omits an option you hold is stating facts others will rely on.

7. SECURITY DEPOSIT YOU PAID (amount + date)

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

8. OTHER DEPOSITS / PREPAID RENT STATED

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

9. RENEWAL OR EXTENSION OPTIONS YOU HOLD

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

10. PURCHASE / FIRST-REFUSAL OPTIONS STATED

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

11. DEFAULTS — certificate's claim vs. your records

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

12. AMENDMENTS / SIDE AGREEMENTS LISTED (all of them?)

Certificate says: _____ Lease actually says: _____ Match? Y/N: _____

MONEY CHECK — DO THE FIGURES AGREE?

Rent per certificate ($): _____ Rent per lease ($): _____ Difference ($): _____

Deposit per certificate ($): _____ Deposit per lease ($): _____ Difference ($): _____

The tracker (.xlsx) adds these figures for you. Any difference — even a small one — is a question for page 6, not something to sign over.

Red-Flag List

If you see any of these, pause. Do not sign until it is resolved in writing.

- ☐ BLANK SPACES in a document you are asked to sign — blanks can be filled in later with things you never agreed to.
- ☐ RENT OR DEPOSIT FIGURES that differ from your lease or your payment records — even by a small amount.
- ☐ 'NO DEFAULTS' language when you know of an open dispute, unpaid charge, or unresolved landlord obligation.
- ☐ MISSING OPTIONS: your renewal, extension, or other options are not listed — or are described more narrowly than your lease states.
- ☐ NEW PROMISES APPEARING for the first time in the certificate — things that are not in your lease at all.
- ☐ AMENDMENTS MISSING: a signed amendment or side letter exists but is not acknowledged.
- ☐ WRONG PARTIES OR PREMISES: names, suite numbers, or square footage that do not match the lease.
- ☐ SAME-DAY PRESSURE: 'just sign it today' with no time to check it against the lease. Urgency is not a verification method.
- ☐ A REQUEST TO BACKDATE, or to date the certificate differently from the day you actually sign.
- ☐ LANGUAGE YOU DO NOT UNDERSTAND. If a sentence's effect is unclear to you, that is a reason to ask — in writing — and to consult an attorney, not to guess.

FLAGS I FOUND IN MY CERTIFICATE

Flag # (from list above): _____ Page / line in certificate: _____

Flag # (from list above): _____ Page / line in certificate: _____

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Questions Letter Worksheet

Ask the landlord / lender — in writing, before you sign.

Use this worksheet to draft your questions letter, then send it by a method that leaves a record (email, or mail with proof of mailing) and keep a copy. Ask about every mismatch from pages 3–4 and every flag from page 5. Plain, factual, and brief is strongest.

LETTER HEADER

Date: _____ Sent to (name / company): _____

Sent by (your name / business): _____ Premises: _____

How sent (email / mail / hand delivery): _____

OPENING — COPY AND COMPLETE

"I have reviewed the estoppel certificate dated _____ against my signed lease. Before I can sign, I need the following items clarified or corrected:"

MY QUESTIONS — one mismatch per line

Q1. Certificate says: _____ Lease actually says: _____

Correction / answer I am asking for: _____

Q2. Certificate says: _____ Lease actually says: _____

Correction / answer I am asking for: _____

Q3. Certificate says: _____ Lease actually says: _____

Correction / answer I am asking for: _____

CLOSE — COPY AND COMPLETE

"Please reply in writing so the certificate can be corrected to match the lease. I will return a signed certificate that accurately states the lease facts. Thank you."

Reply received (date): _____ Reply answered every question? Y/N: _____

Certificate Completion Worksheet

Your private prep sheet — what you will confirm, word for word, before signing.

This worksheet is for your preparation only. It is NOT a certificate and must not be signed and sent as one. Use it to draft, in your own words, the facts you are prepared to confirm — copied from your verified pages 3–4 — so that when you review the final certificate, you can compare it against a version you know is accurate.

FACTS I AM PREPARED TO CONFIRM (from my lease)

Parties (landlord / tenant, exact legal names): _____

Premises (address / suite): _____ Lease dates: _____

Current monthly rent ($): _____ Security deposit held ($): _____

Options I hold (renewal / other): _____

Amendments in effect (list): _____

Defaults — my accurate statement: _____

BEFORE ANY SIGNATURE — FINAL CHECKS

- ☐ Every figure on the final certificate matches pages 3–4 of this kit — no differences left unexplained.
- ☐ Every question from page 6 was answered in writing, and any corrections appear in the final version.
- ☐ No blanks remain in the document I am signing.
- ☐ I have a complete copy of the final version I am about to sign, for my own files.
- ☐ Anything unclear was reviewed with an attorney before I signed.

REMEMBER

- You are confirming facts about your lease — nothing more. If the document asks for more than the facts of your lease, pause and get advice before signing.

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Signature & Delivery Log

What was signed, when, and how it was delivered — the record that proves it.

Complete one block when you sign and deliver the certificate, and a second block for any corrected or replacement version. Keep this log with your signed copy, the questions letter, and the reply you received.

SIGNING & DELIVERY 1

Version (original / corrected — date on document): _____

Signed by (name / title): _____ Date signed: _____

Delivered to (name / company): _____ Date delivered: _____

Delivery method (email / mail / hand delivery): _____ Proof kept (tracking / receipt): _____

Copy filed at (folder / location): _____

SIGNING & DELIVERY 2

Version (original / corrected — date on document): _____

Signed by (name / title): _____ Date signed: _____

Delivered to (name / company): _____ Date delivered: _____

Delivery method (email / mail / hand delivery): _____ Proof kept (tracking / receipt): _____

Copy filed at (folder / location): _____

SIGNER'S STATEMENT

Signer signature: _____ Date: _____

Statement: I signed and delivered the version(s) listed above on the dates stated, and I kept a complete copy of each signed version with this log.

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Deadline Tracker

One page for every date — so a Friday deadline never sneaks up on you.

Write every date connected to this certificate in one place, then work backwards. The tracker (.xlsx) counts the days down for you — enter the return-by date and it calculates days remaining automatically.

THE DATES THAT MATTER

Certificate received (date): _____ Asked to return by (date): _____

Lease end date: _____ Any option deadline in lease (date): _____

Questions letter sent (date): _____ Reply due / expected (date): _____

Attorney review booked (date): _____ Signed & delivered (date): _____

WORK BACKWARDS — MY PLAN

1. TODAY: assemble the signed lease, all amendments, and payment records (page 2).
2. NEXT: complete the verification worksheets (pages 3–4) and the red-flag check (page 5).
3. THEN: send the questions letter (page 6) for every mismatch — in writing, with a copy kept.
4. BEFORE SIGNING: compare the final version against your completion worksheet (page 7).
5. ON DELIVERY: log the signing and delivery (page 8) and file your signed copy.

CLOSEOUT CHECKLIST

- ☐ Signed copy, questions letter, written reply, and this tracker are filed together.
- ☐ Tracker (.xlsx) updated: every fact marked Match or Question Sent, deadline entered.
- ☐ Calendar set for any lease or option deadline this process revealed.

Completed by (name): _____ Date closed: _____

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