

Lease Agreement Cover Email

Subject: Your Sequoyah Hills Office Plaza Lease Agreement - Action Required

Dear Sarah,

Attached is your lease agreement for Suite D at Sequoyah Hills Office Plaza. Please review the document carefully and complete all required fields where indicated.

Signing Process & Next Steps:

1. **Review & Sign:** The document requires electronic signatures in the following order:
 - o First: You (and any co-tenants)
 - o Last: Knight Ventures, Inc. representative
2. **Important Note for Co-Tenants:** If multiple individuals are signing this lease (e.g., business co-owners), please be aware that each signer is fully and equally responsible for ALL lease obligations, not just a proportional share. This means each signer is legally responsible for the entire rent amount and all other tenant obligations.
3. **Personal Guarantee Section:** Please note that the Personal Guarantee section (Section 9) is required for your lease. This requirement is at the discretion of the property owner and is determined based on business tenure and financial considerations.
4. **Payment:** After you sign the lease agreement, you will receive an electronic invoice via QuickBooks for:
 - o Security deposit: \$1,000.00
 - o First month's rent: \$1,380.45
5. **Final Execution:** Once we receive your payment, the owner will sign the lease agreement, and you will receive a fully executed copy.
6. **Access:** After the lease is fully executed, we will provide you with:
 - o Building exterior door access code
 - o Suite key or access code (9172)
 - o Mailbox key

If you have any questions about the lease terms or the signing process, please don't hesitate to contact me. We look forward to welcoming you to Sequoyah Hills Office Plaza.

Best regards,

Leonard Knight President
Knight Ventures, Inc.
865-384-6481 • kv@leonardknight.com