NigeriaBuildingCost.ng · Free construction template — edit the blue cells, totals calculate automatically

# Commercial Lease Agreement — Shop / Office

*For a shop in a plaza or an office floor: rent, service charge, rent review, use, fit-out and repairs*

| | | | |
|---|---|---|---|
| **Lease date** | 23-Nov-2026 | **Lease ref.** | CL/2026/09 |

## 1. PARTIES AND PREMISES

| | | | |
|---|---|---|---|
| **Landlord** | Chief Nwosu (example) | **Tenant** | Bright Pharmacy Ltd, RC 7654321 (example) |
| **Premises** | Shop 7, ground floor, Wetheral Road Plaza, Owerri | **Floor area** | 36 m² (6.0 × 6.0 m) |
| **Permitted use** | Retail pharmacy | **Guarantor** | (director, if required) |

## 2. TERM AND RENT

| | | | |
|---|---|---|---|
| **Term** | 3 years | **Start date** | 01-Jan-2027 |
| **End date** | 31-Dec-2029 | **Rent-free fit-out period** | 1 month |

| Year | Annual rent (₦) | Service charge (₦) | Total due (₦) | Due date |
|---|---|---|---|---|
| Year 1 | ₦2,400,000 | ₦360,000 | ₦2,760,000 | 01-Jan-27 |
| Year 2 | ₦2,640,000 | ₦360,000 | ₦3,000,000 | 01-Jan-28 |
| Year 3 | ₦2,904,000 | ₦360,000 | ₦3,264,000 | 01-Jan-29 |
| **Total over term** | **₦7,944,000** | **₦1,080,000** | **₦9,024,000** | |

*Rent review: 10% a year (change the formula in the table). Service charge covers security, cleaning of common areas, common-area power and generator diesel, waste collection and water — reconciled against actual cost each year.*

## 3. TENANT AGREES TO

• Pay rent yearly in advance and the service charge as demanded; pay its own electricity (prepaid meter), signage permits and business levies.

• Use the premises only for the permitted use, keep them clean, and not cause a nuisance to other tenants.

• Carry out non-structural fit-out only with the landlord's written approval of drawings; no changes to structure, roof, façade or services.

• Keep the inside in good repair (fair wear and tear excepted) and hand back the premises clean, with fit-out removed if the landlord asks.

• Not assign, sublet or share the premises without the landlord's written consent (not to be unreasonably withheld).

• Insure its own stock, fittings and public liability.

## 4. LANDLORD AGREES TO

• Give quiet enjoyment of the premises.

• Keep the structure, roof, external walls and common areas in repair and insured.

• Provide the services paid for in the service charge.

## 5. RENEWAL, TERMINATION AND DEPOSIT

• Renewal: the tenant may renew for a further ____ years at a rent agreed (or fixed by an independent valuer) by giving 6 months' written notice before the end date.

• If rent is unpaid 30 days after the due date, or the tenant breaks a term and does not fix it within 30 days of notice, the landlord may end the lease through the courts.

• Security deposit ₦____ held by the landlord, refunded within 30 days of hand-back less any proper deductions, with an itemised list.

| **Landlord** | **Tenant (director)** |
|---|---|
| Name: | Name: |
| Date: | Date: |

## IN THE PRESENCE OF (WITNESSES)

| Witness | Name | Address | Occupation | Signature & date |
|---|---|---|---|---|
| Witness to Landlord | | | | |
| Witness to Tenant (director) | | | | |

*This is a general template, not legal advice. Laws and practice differ between states — have a qualified lawyer review the final document before anyone signs or pays. Leases over 3 years generally need to be by deed and registered; stamp duty is payable on leases.*

*Free template from NigeriaBuildingCost.ng. Rates are indicative (Nov 2026) — check current prices in your location before relying on any figure.*
*Faster option: use the free Manage My Property — rent, service charge and renewals for every unit at https://nigeriabuildingcost.ng/property-management-software-nigeria*