



CONTINUING EDUCATION OF THE BAR ■ CALIFORNIA

## Office Leasing: Drafting and Negotiating the Lease

### First Edition

December 2022 Update

#### Page List

This is a complete list of all pages that should be in your binders after filing the December 2022 update. Previous updates were published in December 2013, December 2014, December 2015, December 2016, December 2017, December 2018, December 2019, December 2020, and December 2021.

#### Volume 1

##### Front Matter

Title page—masthead 12/22

##### Contents (tab)

vii—xxxvii 12/22

##### 1. Drafting and Negotiating Office Leases (tab)

1-1—1-4 12/21

1-5—1-8.1 12/22

1-9—1-10 12/21

1-11—1-18.1 12/22

1-19—1-20 12/21

1-21—1-24.1 12/22

1-25—1-26 12/21

1-27—1-38.1 12/22

1-39—1-40 12/21

**PLEASE MAKE SURE YOUR VOLUME IS COMPLETE  
BEFORE RECYCLING DISCARDED PAGES**

1-41—1-42.1	12/22
1-43—1-44	12/21
1-45—1-46	12/22
1-47—1-52	12/21
1-53—1-54	12/22
1-55—1-56	12/21
1-57—1-58	12/22
1-59—1-60	12/21
1-61—1-64.1	12/22
1-65—1-66	12/21
1-67—1-68.1	12/22
1-69—1-74	12/21
<b>1A. Negotiating the Lease; Contract Formation (tab)</b>	
1A-1—1A-19	12/22
<b>2. Document Preparation (tab)</b>	
2-1—2-2	12/18
2-2.1	12/15
2-3—2-4	12/22
2-5—2-6	12/20
2-7—2-8	12/13
2-9—2-12	12/22
<b>3. Lease Table of Contents (tab)</b>	
3-1—3-3	12/13
<b>4. Table of Defined Terms (tab)</b>	
4-1—4-2	12/19
4-3—4-4	12/22
4-5—4-8.1	12/20
4-9—4-10	12/19
<b>5. Summary of Basic Lease Information (tab)</b>	
5-1—5-24	12/22
<b>6. Real Property, Building, and Premises (tab)</b>	
6-1—6-20	12/22
<b>7. Expansion of Premises (tab)</b>	
7-1—7-4	12/20
7-5—7-6	12/22
7-7—7-10	12/20
7-11—7-14.1	12/21

7-15—7-16	12/20
7-17—7-18	12/21
7-19—7-22	12/22
7-22.1	12/21
7-23—7-24.1	12/22
7-25—7-30	12/21
7-31—7-36	12/20
7-37—7-38.1	12/21
7-39—7-40	12/20
7-41—7-42	12/22
7-43—7-44	12/20
7-45—7-46	12/21
7-47—7-53	12/20
<b>8. Substitution of Other Premises (tab)</b>	
8-1—8-2	12/22
8-3—8-4	12/19
8-5—8-8	12/21
8-9	12/22
<b>9. Lease Term (tab)</b>	
9-1—9-2	12/13
9-3—9-10	12/19
9-11—9-12.1	12/20
9-13—9-18	12/19
<b>10. Lengthening or Shortening Lease Term (tab)</b>	
10-1—10-4	12/19
10-5—10-6	12/21
10-7—10-8	12/22
10-9—10-16	12/19
10-17—10-18	12/22
10-19—10-20	12/19
10-21—10-22	12/22
10-23—10-24	12/19
10-25—10-28	12/21
10-28.1	12/20
10-29—10-32	12/19
<b>11. Base Rent (tab)</b>	
11-1—11-2	12/19
11-3—11-4.1	12/22
11-5—11-8	12/19

11-9—11-10	12/22
11-11	12/19
<b>12. Additional Rent (tab)</b>	
12-1—12-78	12/22
<b>13. Security Deposit (tab)</b>	
13-1—13-2	12/22
13-3—13-4	12/20
13-5—13-6	12/22
13-6.1—13-6.2	12/21
13-7	12/22
13-8 is blank.	
13-9—13-16	12/19
<b>14. Use (tab)</b>	
14-1—14-2.1	12/22
14-3—14-8	12/20
14-9—14-11	12/21
<b>15. Compliance With Laws (tab)</b>	
15-1—15-25	12/22
<b>16. Hazardous Materials (tab)</b>	
16-1—16-2.1	12/22
16-3—16-4	12/19
16-5—16-8	12/13
16-9—16-10	12/22
16-11—16-18	12/19
16-19—16-22.1	12/21
16-23	12/22
<b>17. Utilities and Services (tab)</b>	
17-1—17-2	12/19
17-3—17-4	12/22
17-5—17-6	12/19
17-7—17-8	12/21
17-9—17-10.1	12/20
17-11—17-12	12/19
17-13—17-16	12/20
17-17—17-18	12/19
17-19—17-20	12/21
17-21—17-22	12/19

17-23—17-24	12/21
17-25—17-31	12/22
<b>18. Repairs and Maintenance (tab)</b>	
18-1—18-2.1	12/21
18-3—18-4	12/13
18-5—18-8	12/19
18-9—18-10.1	12/21
18-11—18-14	12/19
18-15—18-16	12/15
<b>19. Alterations and Additions (tab)</b>	
19-1—19-2	12/19
19-3—19-4	12/22
19-4.1	12/21
19-5—19-8.1	12/22
19-9—19-14	12/19
19-15—19-16.1	12/22
19-17—19-20	12/19
<b>20. Covenant Against Liens (tab)</b>	
20-1—20-6	12/19
<b>21. Exculpation, Indemnification, and Insurance (tab)</b>	
21-1—21-102	12/22
<b>22. Damage and Destruction (tab)</b>	
22-1—22-2	12/13
22-3—22-5	12/22
22-6 is blank.	
22-7—22-8.1	12/18
22-9—22-10	12/22
22-10.1	12/21
22-11—22-12/12	12/22
22-13—22-20	12/19
22-21—22-22.1	12/20
22-23—22-26	12/19
<b>23. Condemnation (tab)</b>	
23-1—23-2	12/19
23-3—23-4	12/20
23-5—23-8	12/22
23-8.1	12/20

23-9—23-10.1	12/22
23-11—23-12	12/20
23-13—23-22	12/19
23-23—23-24	12/22
23-25	12/19
<b>24. Assignment and Subleasing (tab)</b>	
24-1—24-8	12/19
24-9—24-10	12/22
24-11—24-32	12/19
24-33—24-34	12/22
24-35—24-48	12/19
24-49—24-50	12/20
24-51—24-71	12/19
<b>25. Surrender of Premises (tab)</b>	
25-1—25-6	12/22
25-7—25-10	12/20
<b>26. Holding Over (tab)</b>	
26-1—26-4	12/22
26-4.1	12/21
26-5—26-8	12/20
<b>27. Estoppel Certificates (tab)</b>	
27-1—27-2	12/22
27-3—27-4	12/20
27-5—27-8	12/21
27-9—27-10	12/22
27-11—27-12	12/20
<b>28. Subordination, Nondisturbance, and Attornment (tab)</b>	
28-1—28-2	12/16
28-3—28-4	12/21
28-5—28-6	12/16
28-7—28-8	12/14
28-9—28-10.1	12/21
28-11—28-14	12/14
28-15—28-27	12/19

## Volume 2

### Front Matter

Title page—Contents 12/22

### 29. Defaults and Remedies (tab)

29-1—29-2 12/20

29-3—29-16 12/22

29-16.1 12/20

29-17—29-24 12/19

29-25—29-26.1 12/20

29-27—29-28 12/19

### 30. Landlord's Right to Perform Tenant's Obligations (tab)

30-1—30-2 12/20

30-3—30-5 12/19

### 31. Late Payments (tab)

31-1—31-2.1 12/20

31-3—31-5 12/19

### 32. Nonwaiver (tab)

32-1—32-2 12/19

32-3—32-4 12/21

32-5 12/19

### 33. Dispute Resolution (tab)

33-1—33-4 12/20

33-5—33-6 12/19

33-7—33-8 12/21

33-9—33-10.1 12/22

33-11—33-12.1 12/21

33-13—33-18 12/22

33-18.1 12/21

33-19—33-20 12/19

33-21—33-22 12/22

33-23 12/19

### 34. Attorney Fees and Costs (tab)

34-1—34-2 12/21

34-3—34-4.1 12/22

34-5—34-6.1 12/21

34-7—34-10 12/19

**35. Landlord's Access to Premises (tab)**

35-1—35-2	12/19
35-3—35-4.1	12/21
35-5—35-9	12/19

**36. Signs (tab)**

36-1—36-12	12/21
------------	-------

**37. Tenant Parking (tab)**

37-1—37-2	12/19
37-3—37-6.1	12/22
37-7—37-13	12/19

**38. Miscellaneous Clauses (tab)**

38-1—38-4	12/19
38-5—38-6	12/21
38-7—38-10.1	12/22
38-11—38-12	12/19
38-13—38-14	12/20
38-15—38-16	12/19
38-17—38-18	12/22
38-19—38-20	12/19
38-21—38-22.1	12/20
38-23—38-30	12/19
38-31—38-32	12/22
38-33—38-36.1	12/21
38-37—38-46	12/19
38-47—38-48	12/22
38-48.1	12/20
38-49—38-50	12/22
38-51—38-52	12/21
38-53	12/20

**39. Execution of Lease (tab)**

39-1—39-2.1	12/21
39-3—39-4	12/22
39-5—39-10	12/20

**40. Leasehold Improvement Agreement Exhibit (tab)**

40-1—40-45	12/22
------------	-------

**41. Notice of Basic Lease Information Exhibit (tab)**

41-1—41-2	12/19
-----------	-------



41-3—41-4	12/22
41-5—41-6	12/19
<b>42. Rules and Regulations Exhibit (tab)</b>	
42-1—42-2	12/22
42-3—42-14	12/20
42-15—42-18.1	12/22
42-19—42-22	12/20
42-23	12/22
<b>43. Estoppel Certificate Exhibit (tab)</b>	
43-1—43-4	12/21
43-5—43-13	12/22
<b>44. Telecommunications (tab)</b>	
44-1—44-39	12/22
<b>45. Green Leasing (tab)</b>	
45-1—45-2	12/17
45-3—45-4.1	12/21
45-5—45-8	12/22
45-9—45-10	12/18
45-11—45-12	12/19
45-13—45-14	12/18
45-15—45-16	12/19
45-17—45-18	12/17
45-19—45-20	12/19
<b>46. Guaranty of Lease (tab)</b>	
46-1—46-31	12/22
<b>47. Bankruptcy; Lease Credit Enhancements (tab)</b>	
47-1—47-60	12/22
<b>Appendix A. Landlord's Lease (tab)</b>	
App A-1—App A-2	12/19
App A-3—App A-4	12/22
App A-5—App A-6	12/19
App A-7—App A-8.1	12/22
App A-9—App A-10	12/19
App A-11—App A-14.1	12/22
App A-15—App A-16.1	12/21
App A-17—App A-20.1	12/20
App A-21—App A-22.1	12/22

App A-23—App A-24.1	12/20
App A-25—App A-44	12/19
App A-45—App A-46	12/21
App A-47—App A-54.1	12/22
App A-55—App A-64	12/19
App A-65—App A-72.1	12/22
App A-73—App A-98	12/19
App A-99—App A-100	12/21
App A-100.1	12/20
App A-101—App A-104	12/19
App A-105—App A-106	12/22
App A-107—App A-112	12/19
App A-113—App A-114	12/21
App A-114.1	12/20
App A-115—App A-116	12/19
App A-117—App A-118	12/21
App A-119—App A-120	12/19
App A-121—App A-122	12/22
App A-123—App A-124	12/21
App A-125—App A-126	12/19
App A-127—App A-129	12/21

**Appendix B. Negotiated Lease (tab)**

App B-1—App B-2	12/19
App B-3—App B-4	12/22
App B-5—App B-6	12/19
App B-7—App B-8	12/22
App B-8.1	12/20
App B-9—App B-16	12/22
App B-17—App B-18	12/20
App B-19—App B-20	12/21
App B-21—App B-22	12/20
App B-23—App B-26.1	12/21
App B-27—App B-28	12/20
App B-29—App B-30	12/21
App B-30.1	12/22
App B-31—App B-32	12/19
App B-33—App B-34	12/20
App B-35—App B-36.1	12/21
App B-37—App B-80	12/19
App B-81—App B-82.1	12/22
App B-83—App B-84	12/19
App B-85—App B-88	12/21

App B-89—App B-102	12/19
App B-103—App B-104.1	12/22
App B-105—App B-106	12/19
App B-107—App B-108.1	12/22
App B-109—App B-112	12/19
App B-113—App B-114	12/21
App B-115—App B-140	12/19
App B-141—App B-142	12/20
App B-143—App B-164	12/19
App B-165—App B-168	12/21
App B-169—App B-170	12/19
App B-171—App B-172	12/21
App B-173—App B-176	12/22
App B-176.1	12/20
App B-177—App B-180	12/21
App B-181—App B-182	12/19
App B-183—App B-184	12/21

**Appendix C. Turn-Key (Landlord's Form) (tab)**

App C-1—App C-9	12/19
-----------------	-------

**Appendix D. Landlord Constructs Improvements (Landlord's Form) (tab)**

App D-1—App D-6	12/19
App D-7—App D-8	12/22
App D-9—App D-14	12/19

**Appendix E. Landlord Constructs Improvements (Negotiated Form) (tab)**

App E-1—App E-6	12/19
App E-7—App E-8	12/22
App E-9—App E-20	12/19

**Appendix F. Landlord Constructs Shell; Tenant Build-Out (Landlord's Form) (tab)**

App F-1—App F-8	12/19
App F-9—App F-10	12/22
App F-11—App F-22	12/19

**Appendix G. Landlord Constructs Shell; Tenant Build-Out (Negotiated Form) (tab)**

App G-1—App G-8	12/19
App G-9—App G-10	12/22
App G-11—App G-29	12/19

**Appendix H. Letter of Credit (tab)**

App H-1—App H-2	12/18
App H-3—App H-4	12/21

**Appendix I. Extension of Lease (tab)**

App I-1—App I-4	12/19
App I-5—App I-7	12/22

**Appendix J. Sublease (tab)**

App J-1—App J-14	12/19
------------------	-------

**Appendix K. Consent to Sublease (tab)**

App K-1—App K-2	12/19
App K-3—App K-6	12/13
App K-7—App K-12	12/19
App K-13	12/13

**Appendix L. Assignment and Assumption (tab)**

App L-1—App L-2	12/22
App L-3—App L-9	12/19

**Appendix M. Consent to Assignment (tab)**

App M-1—App M-2	12/14
App M-3—App M-6	12/19
App M-7	12/13

**Appendix N. Subordination Agreement (Lender's Form) (tab)**

App N-1—App N-16	12/19
------------------	-------

**Appendix O. Subordination Agreement (Negotiated Form) (tab)**

App O-1—App O-16	12/19
------------------	-------

**Appendix P. Telecommunications Site Agreement (tab)**

App P-1—App P-18	12/19
App P-19—App P-20	12/22
App P-21	12/19

**Appendix Q. Special Power of Attorney (tab)**

App Q-1—App Q-2	12/19
-----------------	-------

**Tables (tab)**

T-1—T-25	12/22
----------	-------

**Index (tab)**

I-1—I-84

12/22

**Current CEB Update List**

