XLA CONSULTANCY GROUP, LLC / RESOURCE DESK

Lease Notice Readiness Checklist

For commercial occupiers preparing a renewal, termination, or other lease notice.

Use one copy per lease and notice.

PROPERTY / LEASE ID

NOTICE TYPE

RESPONSIBLE OWNER

LEASE DEADLINE / INTERNAL SEND TARGET

1. Confirm the governing terms

- [ ] Assemble the signed lease, amendments, and any updated notice instructions.
- [ ] Record the controlling clause and document references.
- [ ] Calculate the notice window and record any earliest delivery date.
- [ ] Confirm whether the clause measures timeliness by sending, receipt, or another rule.

2. Prepare and review the notice

- [ ] Confirm the sender, required recipients, copy parties, and delivery addresses.
- [ ] Check the permitted delivery method, required wording, and signature authority.
- [ ] Have a second reviewer confirm the dates, recipients, method, and final notice.

3. Send and retain evidence

- [ ] Send the approved notice using the verified method and timing.
- [ ] Save the signed notice, dispatch record, and receipt or other delivery evidence.
- [ ] Record when notice was sent or received and assign any follow-up.

First reviewer / date

Second reviewer / date

Evidence reference / next action