Free commercial lease resource

Commercial Lease Critical-Date Checklist

A practical prompt sheet for capturing the dates that need active ownership—not just a final deadline.

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Use this resource to start a controlled review.

Lease milestones

- Lease start date
- Contractual expiry date
- Tenant and landlord break dates
- Break notice deadlines
- Renewal decision date

Financial milestones

- Rent payment dates
- Rent review dates
- Service charge budget and reconciliation
- Insurance rent review
- Deposit review or release
- Indexation date

Control fields for every date

- Named owner
- Earlier preparation date
- Next action
- Supporting document
- Status and last review

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No sign-up required. The resource contains no macros and collects no personal data.

Download the free PDF
Administrative prompt only. Requirements differ by property, use, location, lease and applicable law. Establish obligations and interpret documents with competent advisers.

Explore related controls and resources.

Lease expiry trackerRent review remindersBreak clause diaryMulti-site complianceSpreadsheet alternativeDocument controlFree critical-date checklistFree lease tracker templateFree compliance calendar

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Organisation and reminders—not legal, surveying or property advice.
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