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How to Complete an Arizona Memorandum of Lease

Memorandum of Lease • Short form for recording

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT RECORD THIS PAGE.

About this form. A memorandum of lease puts the public on notice of a lease, such as a long commercial lease or a lease with an option to purchase, without recording the full lease and its private terms.

1. **Fill in the recording box**
   Top left of Page 1. Leave the rest of the top 2 inches blank.
2. **Identify the parties, lease and premises**
   Use the APN and legal description.
3. **Both parties sign before a notary**
   A company officer uses the representative certificate.

Signing requirements: Landlord and tenant each sign before a notary.

After It's Signed

- Record it in the county where the property is located.

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Have questions about your Memorandum of Lease? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**.

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public who is not an attorney cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed Arizona attorney. © 2026 First Choice Mobile Notary & Apostille. All rights reserved. This form may be filled in and printed for personal use; it may not be copied, altered, or redistributed for commercial purposes.

Recording requested by and when recorded return to:

Space above this line reserved for the County Recorder

MEMORANDUM OF LEASE

State of Arizona • For recording

Landlord (lessor)

Landlord address

Tenant (lessee)

Tenant address

1. Lease. Landlord has leased to Tenant, and Tenant has leased from Landlord, the premises described below under a written lease dated:

Date of lease

2. Premises.

situated in

County

City or town

Assessor's parcel number (APN)

County, Arizona, described as follows:

Legal description (copy exactly from the vesting deed, or write "See Exhibit A attached")

Property address (for reference only)

3. Term.

Commencement date

Expiration date

Renewal options (number and length)

4. Other rights (check those that apply and describe):

- ☐ Option to purchase
- ☐ Right of first refusal
- ☐ Exclusive use

5. Purpose. This Memorandum is signed to give notice of the Lease and the rights described above. It does not change the Lease. If this Memorandum and the Lease conflict, the Lease controls.

X _____
Landlord signature

X _____
Tenant signature

Printed name and date

Printed name and date

Notary: complete one certificate for each signer. Use the representative form for a person signing for a company.

ACKNOWLEDGMENT (LANDLORD)

STATE OF ARIZONA

COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (name(s) of person(s) acknowledging).

X _____
Signature of Notary Public

Notary Public (printed name)

My commission expires

Commission number

(Notary seal)

ACKNOWLEDGMENT (TENANT)

STATE OF ARIZONA

COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (name(s) of person(s) acknowledging).

X _____
Signature of Notary Public

Notary Public (printed name)

My commission expires

Commission number

(Notary seal)

ACKNOWLEDGMENT (REPRESENTATIVE CAPACITY)

STATE OF ARIZONA

COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (name) as _____ (title, such as officer or trustee) of _____ (name of entity or trust), on its behalf.

X _____

Signature of Notary Public

Notary Public (printed name)

My commission expires

Commission number

(Notary seal)