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How to Complete a Pennsylvania 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-term 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**
   Prepared by, return to, and the parcel (UPI) number.
2. **Identify the parties and lease**
   Use the exact names and the lease date from the signed lease.
3. **Describe the premises and term**
   Include renewal options and any purchase option or right of first refusal.
4. **Both parties sign before a notary**
   Each signer brings a current photo ID. A company officer uses the representative certificate.
5. **Record it**
   Record with the Recorder of Deeds in the county where the property is located.

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

After It's Signed

- Keep the full lease private; only the memorandum is recorded.

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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**.

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UPI / Tax Parcel No.:

Prepared By:

Return To:

MEMORANDUM OF LEASE

Commonwealth of Pennsylvania • For recording

This Memorandum of Lease is made on the date below between the following parties:

Date

Landlord (lessor) name

Landlord address

Tenant (lessee) name

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.

Property address (and suite or unit, if any)

Municipality | County | UPI / tax parcel no.

Legal description (or “See Exhibit A attached”)

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. Upon expiration or termination of the Lease, Tenant will sign a release of this Memorandum on request.

X _____ X _____

Landlord signature | Tenant signature

Landlord printed name / title | Tenant printed name / title

Notary: complete one certificate for the landlord and one for the tenant. Use the representative form for a person signing for a company.

ACKNOWLEDGMENT (LANDLORD)

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

This record was acknowledged before me on _____ (date) by _____ (name(s) of individual(s)).

X _____

Signature of notarial officer

Title of office (e.g., Notary Public)

My commission expires | Commission number

(Notary seal)

ACKNOWLEDGMENT (TENANT)

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

This record was acknowledged before me on _____ (date) by _____ (name(s) of individual(s)).

X _____
Signature of notarial officer

_____
Title of office (e.g., Notary Public)

_____ _____
My commission expires Commission number

(Notary seal)

ACKNOWLEDGMENT (REPRESENTATIVE CAPACITY)

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

This record was acknowledged before me on _____ (date) by _____ (name(s) of individual(s)) as _____ (type of authority, such as officer or trustee) of _____ (name of party on behalf of whom the record was executed).

X _____
Signature of notarial officer

_____
Title of office (e.g., Notary Public)

_____ _____
My commission expires Commission number

(Notary seal)