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How to Complete Your Texas Memorandum of Lease

Memorandum of Lease (for recording in the county real property records)

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. A memorandum of lease is a short, recordable notice that a lease exists. It protects the tenant's rights, such as a long-term lease, option to purchase, or right of first refusal, against later buyers and lenders.

1. **Fill in the parties and lease (Page 1)**
   Enter the landlord, tenant, the lease date, and the beginning and ending dates of the term, plus any renewal or purchase rights.
2. **Describe the property (Page 1)**
   Enter the full legal description and the premises leased, such as a suite or a portion of the land.
3. **Both parties sign before a notary (Page 2)**
   The landlord and tenant each sign and acknowledge before a notary. They can sign at the same appointment or separately. Bring a current, government-issued photo ID.

After It's Signed

- Record the original with the county clerk in the county where the property is located. Recording gives public notice and protects the new owner.
- The memorandum gives notice of the lease without making the rent or other private terms public. The full lease still controls.

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Have questions about this document? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**. Main headquarters: 2315 Capitol Avenue, Sacramento, CA 95816.

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(Space reserved for county clerk recording information)

After recording, return to:

Name

Mailing address (street, city, state, ZIP)

MEMORANDUM OF LEASE

Landlord:

Name

Mailing address

Tenant:

Name

Mailing address

Lease:

Date of lease

Term begins

Term ends

Property:

County

Street address

Legal description and description of premises leased

Rights granted to Tenant under the Lease (check all that apply):

Option(s) to renew or extend:

Number and length of renewal terms

Option to purchase the property

Right of first refusal to purchase the property

Other:

Describe

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Landlord has leased the premises described above to Tenant on the terms of the Lease, which are incorporated by reference. This Memorandum is executed for recording purposes only, to give notice of the Lease and of Tenant's rights under it. It does not modify the Lease. If this Memorandum conflicts with the Lease, the Lease controls.

X

Landlord

Printed name

X

Tenant

Printed name

ACKNOWLEDGMENT OF LANDLORD

STATE OF TEXAS §

COUNTY OF §

This instrument was acknowledged before me on

Date

by (name of landlord or representative)

X

Notary Public, State of Texas

Notary's printed name

Notary ID number

My commission expires

(Notary seal)

ACKNOWLEDGMENT OF TENANT

STATE OF TEXAS §

COUNTY OF §

This instrument was acknowledged before me on

Date

by (name of tenant or representative)

X

Notary Public, State of Texas

Notary's printed name

Notary ID number

My commission expires

(Notary seal)

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