

Office equipment lease agreement

The Lessor: [\[Lessor\]](#)

and

The Lessee: [\[Lessee\]](#)

Date: [\[Date\]](#)

Contents

Date

Parties

1. Interpretation
2. Lease
3. Lease term
4. Payment and accounts
5. Security
6. Delivery
7. Use and maintenance
8. Insurance
9. Taxes
10. Warranties and exclusions
11. Return and buyback
12. Default and termination
13. Consequences of termination
14. Assignment
15. Inspection
16. Intellectual property rights
17. Confidentiality
18. General
19. Notices

Schedule A	The office equipment
Schedule B	The lease rentals

The Date of this Agreement is: [Date]

The Lessor is: [name]

of [address]

The Lessee is: [name]

of [address]

It is now agreed as follows:

1. Interpretation

The following words shall have the meanings assigned to them unless

"Confidential Information" means all information about the equipment, mainly related to computer software that is supplied by the Lessor to the Lessee, which may prove to be harmful for the business of manufacturer if

"Initial Lease Period" means the term of the Lease

"Intellectual Property" means intellectual property of the manufacturer with respect to the IT

"Lease Period" means the Initial

"Lease Rentals" means the amounts by way of rental for the use

"Office Equipment"	means subject matter
"Subsequent Lease Period"	means a period after the expiry of the
"Supplier"	means the supplier
"Total Loss"	means total destruction or permanent damage to the Office Equipment which renders
	85 %

2. Lease

2.1. This Lease agreement

2.2. The Lessor leases to the Lessee and the Lessee agrees to take

2.3. The Lessee agrees to pay the

OR

2.4. Within seven days from the date of this Agreement,

[\$--]

3. Lease Term

3.1. The Initial Lease Period shall []

3.2. Each subsequent Lease Period shall be for a further []

3.3. This Lease shall continue in full force

3.4. The Lessee may extend the lease for a Subsequent Lease Period by giving notice in writing to the Lessor at least three months before the [] %

4. Payment and Accounts

4.1. All payments to be made by

4.2. If at any time, the Lessee is required to make any

4.3. If any sum payable is not paid when due, the Lessee shall pay to the Lessor interest

[10 %] [/

5. Security

5.1. The Lessee shall

5.2. A security amount of [--] for any damage or

5.3. *[more if required]*

6. Delivery

6.1. Immediately upon delivery of Office Equipment, the Lessee

6.2. The Lessee shall obtain delivery of the Office Equipment from

6.3. The transportation expenses for

6.4. In the event that the Lessor cannot deliver the Office Equipment to the

6.5. In the event that there is any defect in the Office Equipment, the Lessee shall immediately

48

7. Use and maintenance

7.1. The Lessee may

7.2. The Office Equipment shall [].

7.3. The Lessee shall ensure that the Office Equipment

7.4. The Lessee shall keep the Office Equipment in good repair, condition

7.5. The Lessee shall not remove or alter any component of the Office

7.6. The Lessee shall maintain accurate

7.7. The Lessee shall not sell, underlet,

7.8. The Lessee may use
[--]

8. Insurance

8.1. The Lessee shall at its own cost keep

8.2. The Lessee shall ensure

8.3. The Lessee shall pay all insurance premiums punctually

9. Taxes

9.1. The Lessee shall keep

9.2. The Lessee shall pay and discharge all

10. Warranties and Exclusions

- 10.1. The Lessor shall, at the cost and expense ,
- 10.2. The Lessee recognises that the Office Equipment is acquired by the Lessor ,
- 10.3. All repairs and replacements of the parts .

11. Return and Buy Back

At any time during the Lease Period the Lessee shall have the option to buy the

\$[] . , :

- 11.1. Deliver the Office Equipment in good repair and [[]] ;
- 11.2. At the Lessor's request, sell the Office , ;
- 11.3. Upon performance of any of the , .

12. Defaults and Termination

- 12.1. .
- 12.2. “ ” :

12.2.1

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12.2.2

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12.3.

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12.4.

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12.5.

12.6.

12.7.

12.8.

12.9.

12.10.

13. Consequences of Termination

13.1.

13.1.1 all arrears of Lease Rentals;

13.1.2

13.1.3

13.2.

13.3.

14. Assignment

14.1.

14.2.

15. Inspection

15.1.

15.2.

16. Intellectual property rights (for IT Equipment)

16.1.

16.2.

17. Confidentiality (for IT Equipment)

17.1.

17.2.

18. General

18.1.

18.2.

18.3.

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 18.4. () -
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 18.5. -
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 18.6. []. []
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 18.7.
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19. Notices

19.1.
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 19.2.
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]

Signed by or for the Lessor by [name] (who certifies that he has proper authority to sign)

Signature

Witness: Signature:

Witnessed by: [name]
of: [address]

Signed by or for the Lessee by [name] (who certifies that he has proper authority to sign)

Signature:

Witness: Signature:

Witnessed by: [name]
of: [address]

Schedule A the office equipment

Schedule B the lease rentals

Explanatory notes:

Office equipment lease agreement

General notes:

1. Although the manufacturer of Office Equipment may not be party to such agreements, but there is always some sought of indirect involvement of the manufacturer as well? There are certain provisions in the agreement that are directly related to the rights of the manufacturer, like complete protection of intellectual property rights (in case the subject matter is)

The manufacturer can be a party only when it directly leases

2. This template is suitable for the lease of any office equipment like computer hardware, office furniture or any technological equipment
3. It makes no difference to the agreement if Lessor or lessee is company or
4. This document is designed to cover virtually all the eventualities that are important in a lease agreement for any office equipment. But there is little statutory interference in a negotiation of this nature. You may

Paragraph specific notes:

Note: numbering refers to paragraph numbers.

- 2 Provides alternatives for payment of lease rentals. For Lessor, it is obviously best to take the full payment in advance. In many cases however, the lease mechanism has been chosen precisely because it permits the lessee

3 The initial lease period and subsequent lease period

5 In the case of most lease arrangements, the Lessor views the transaction as a financial deal at low risk. Where any feature of the deal might increase the Lessor's risk,

It is a matter of negotiation as to whether security is to be given, and, if so, what form it should take. It may be appropriate to take security in the case of certain specific categories of equipment and not for others; or where the parties are in different countries; or

6 Protects the Lessee from non-

7.4 Timely maintenance and servicing of office equipment from a service

7.8 The

11 The office equipment may become so much user friendly for the Lessee that

The purchase amount

12.2 States the independent circumstances under which an "event of default"

13 Provides a formula for

15 In order to protect rights and even obligations of

16 Since the subject matter is office equipment, support software (for It equipment) may also be

End of notes