

Lease assignment application pack

Use for an identified proposed transaction after checking the lease's transfer and notice provisions, including any recapture or termination consequence. This is an organizational aid, not a contractual notice or consent form. Replace bracketed fields; delete inapplicable material. It contains no upload feature. Keep confidential attachments outside this document and share only through a verified restricted channel.

File identity

Premises and unit: []

Executed lease date; amendments and existing assignments: []

Current legal tenant / proposed legal tenant / landlord: []

Proposed route: [assignment / change of control review / sublease / new lease - confirm actual clause]

Relevant clause and any consequence of requesting consent: []

Authorized recipient and verification method: []

Purchase condition deadline / completion / proposed effective date: [three separate dates]

Request and delivery index

Duplicate a row for each actual request. "Received" does not mean "accepted." A revision supersedes only the identified earlier version, not the entire file.

Request and purpose	Lease requirement or later request; exact reference	Document/version/date	Recipient; secure delivery reference	Received evidence/date	Open question or accepted response; superseded version
Incoming tenant and signing authority	[]	[]	[]	[]	[]
Proposed operation and changes	[]	[]	[]	[]	[]
Operating experience	[]	[]	[]	[]	[]
Funding / financial capacity for specified period	[]	[]	[secure location only, no account numbers]	[]	[]
Proposed guarantor information, if requested	[]	[]	[secure location only, no net-worth figures]	[]	[]

Request and purpose	Lease requirement or later request; exact reference	Document/version/date	Recipient; secure delivery reference	Received evidence/date	Open question or accepted response; superseded version
Other actual requirement	[]	[]	[]	[]	[]

Cover-letter example

To [verified recipient],

We request consideration of [precise proposed transaction] relating to [premises], under [lease and clause reference]. The existing tenant is [legal name]; the proposed incoming tenant is [legal name]. The proposed effective date is [date], subject to the required agreements and their conditions.

The proposed operation is [concise factual description]. Changes from the present operation are [list, or describe the basis for saying no changes]. This summary does not represent that governmental or other approvals have already been obtained; their actual status is [status and reference].

Attached is the dated document index. Confidential financial attachments are available to [authorized recipient] through [verified restricted delivery arrangement]. The index identifies the period and purpose of each item without reproducing personal financial data.

The following matters remain open: [specific information, consent conditions, security, documents, release or use questions]. Please identify further information required for your assessment and the proposed documents and conditions of consent. Please confirm receipt separately from any decision on consent.

Our purchase condition deadline is [date] and anticipated completion is [date]. These are supplied for coordination; this letter does not impose a response deadline, amend the lease or purchase agreement, or treat silence as consent.

[Name, role, verified reply channel]

Consent conditions and completion evidence

Exact requirement/version	Difference from current lease	Cash / recurring cost / contingent liability / operation	Responsible party and due date	Evidence delivered	Effective only when...
[]	[]	[]	[]	[]	[]

Outgoing tenant release document/person/covered obligations/effective date: []

Existing guarantor release document/person/covered obligations/effective date: []

New tenant assumption document and effective conditions: []

Deposit reconciliation and agreed seller adjustment: []

Final consent signed by the required party and delivered: []

Permission for operation, insurance and any work-not inferred from consent: []

Deposit-routing check with worked example

All amounts below are hypothetical CAD. Old deposit \$12,000; required new security \$24,000; review cost \$2,000 inclusive of any applicable tax for this example; no deductions. Do not assume that any real fee has the same tax treatment or that a refund or credit is permitted.

Payment by buyer	Route A: old deposit credited to buyer	Route B: old deposit returned directly to seller
Reimbursement to seller	\$12,000	\$0
Payment to landlord for security	\$12,000	\$24,000
Review cost	\$2,000	\$2,000
Total buyer cash	\$26,000	\$26,000

Route A: required security - confirmed credit = top-up ($\$24,000 - \$12,000 = \$12,000$). Buyer cash = seller reimbursement + top-up + review cost.

Route B: buyer cash = full security + review cost; seller receives the old deposit from the landlord, not the buyer.

Error check: $\$24,000$ to landlord + $\$12,000$ to seller + $\$2,000$ fee = $\$38,000$, or $\$12,000$ too much under these assumptions. Never carry both routes into one closing statement. Deposits remain cash commitments even when refundable; no guarantee maximum is included as an immediate payment.

Your confirmed old deposit / deductions / transferable credit / required security / reimbursement / quoted total fee / refund payer and date: [fill all applicable fields; an unknown remains unknown, not zero]. Obtain the actual agreed payment instructions before relying on the total.