

CONTRACT REVIEW CHECKLIST

Contract Terms:

	Comments
Term (Duration of Contract)	Unchanged from original lease
Termination Clause	Unchanged from original lease
Insurance /Indemnification	Unchanged from original lease
Liability issues	Unchanged from original lease
Confidentiality Provision	N/A
Warranties	Unchanged from original lease
Labor Issues	N/A
Disclaimers	Unchanged from original lease
Background Screening	Unchanged from original lease
Commercial Non-Discrimination per Policy 6.144	Unchanged from original lease
Governing Law & Venue	Unchanged from original lease

Business Principles:

	Comments
Fees	
Payment Terms, i.e. --Lump sum, installments --Late fees	

Other Issues:

	Comments
Beneficial Interest Affidavit	Included with Back-Up
Non-Negotiable Issues	None
Miscellaneous Issues	None

Special Considerations: _____

Reviewed and approved as to form and legal sufficiency. Yes No

Blair Littlejohn 10/29/12
By: Blair LittleJohn