

# Agreement to Lease Commercial - Long Form

## Form 510

for use in the Province of Ontario

This Agreement to Lease (Agreement) dated this 13 day of August 2024

**TENANT:** The Town of Minto  
(Full legal names of all Tenants)

**LANDLORD:** Michael Ross Hendrick Suzanne Marie Hendrick  
(Full legal names of all Landlords)

The Tenant hereby offers to lease from the Landlord the premises as described herein on the terms and subject to the conditions as set out in this Agreement. For the purposes of this Agreement to Lease "Tenant" includes lessee and "Landlord" includes lessor.

**1. PREMISES:** The "Premises" consisting of approximately 710 feet more or less on the main floor of the Building known municipally as 39 ELORA Street South Unit 2 in the Municipality of Minto (Harriston), Province of Ontario, as shown outlined on the plan attached as Schedule ".....".

**2. USE:** The Premises shall be used only for business office space

**3. TERM OF LEASE:**  
(a) The Lease shall be for a term of Sixty (60) months commencing on the 1st day of February, 2025, and terminating on the 31st day of January, 2030

(b) Provided the Tenant is not at any time in default of any covenants within the Lease, the Tenant shall be entitled to renew this Lease for 1 additional term(s) of 60 months (each) on written notice to the Landlord given not less than 2 months prior to the expiry of the current term at a rental rate to be negotiated. In the event the Landlord and Tenant can not agree on the fixed minimum rent at least two months prior to expiry of the current lease, the fixed minimum rent for the renewal period shall be determined by arbitration in accordance with the Arbitration Act or any successor or replacement act.

**4. RENTAL:** Fixed minimum rent: The fixed minimum rent payable by the Tenant for each complete twelve-month period during the lease term shall be:

From <u>02/01/25</u> to <u>01/31/26</u> (inclusive)	, \$ <u>16,752.00</u> (per annum)	being \$ <u>1,396.00</u> (per month)	, based upon \$ <u>1.97</u> (per sq)	<u>foot</u> (foot/metre)
From <u>02/01/26</u> to <u>01/31/27</u> (inclusive)	, \$ <u>16,752.00</u> (per annum)	being \$ <u>1,396.00</u> (per month)	, based upon \$ <u>1.97</u> (per sq)	<u>foot</u> (foot/metre)
From <u>02/01/27</u> to <u>01/31/28</u> (inclusive)	, \$ <u>16,752.00</u> (per annum)	being \$ <u>1,396.00</u> (per month)	, based upon \$ <u>1.97</u> (per sq)	<u>foot</u> (foot/metre)
From <u>02/01/28</u> to <u>01/31/29</u> (inclusive)	, \$ <u>16,752.00</u> (per annum)	being \$ <u>1,396.00</u> (per month)	, based upon \$ <u>1.97</u> (per sq)	<u>foot</u> (foot/metre)
From <u>02/01/29</u> to <u>01/31/30</u> (inclusive)	, \$ <u>16,752.00</u> (per annum)	being \$ <u>1,396.00</u> (per month)	, based upon \$ <u>1.97</u> (per sq)	<u>foot</u> (foot/metre)

plus HST, and other tax (other than income tax) imposed on the Landlord or the Tenant with respect to rent payable by the Tenant, payable on:

**(Check one box only)**

the 1st day of each month commencing 02/01/2025

the ..... day of the first month immediately following completion of the Landlord's Work.

The fixed minimum rent shall be adjusted if the actual measurements of the Leased Premises differ from the approximate area. The actual measurement shall be agreed upon and failing agreement, calculated by an Ontario Land Surveyor/Architect using the current Building Owners And Managers Association standard form of measurement and shall be binding on both parties.

**INITIALS OF TENANT(S):** 

**INITIALS OF LANDLORD(S):** 

5. **DEPOSIT AND PREPAID RENT:** The Tenant delivers..... upon acceptance  
(Herewith/Upon acceptance/as otherwise described in this Agreement)  
by negotiable cheque payable to..... eXp Realty Brokerage ..... "Deposit Holder"  
in the amount of..... Three Thousand One Hundred Fifty-Four point Ninety-Six

Canadian dollars (\$..... 3,154.96.....) to be deposited and held in trust as security for the faithful performance by the Tenant of all terms, covenants and conditions of the Agreement and after the earlier of occupancy by the tenant or execution of the Lease to be applied by the Landlord against the first and..... last.....month's rent and HST. If the Agreement is not accepted, the deposit is to be returned to the Tenant without interest or deduction. For the purposes of this Agreement, "Upon Acceptance" shall mean that the Tenant is required to deliver the deposit to the Deposit Holder within 24 hours of the acceptance of this Agreement. The parties to this Agreement hereby acknowledge that, unless otherwise provided for in this Agreement, the Deposit Holder shall place the deposit in trust in the Deposit Holder's non-interest bearing Real Estate Trust Account and no interest shall be earned, received or paid on the deposit.

6. **SERVICES: (Check one box only)**  
 The Tenant shall pay the cost of hydro, gas, water, heating, air-conditioning and for all other services and utilities as may be provided to the premises. The tenant shall arrange with the local authority for connection of gas, electricity and water in the name of the Tenant.  
 The Landlord shall pay the cost of hydro, gas, water, heating, air-conditioning and for all other services and utilities as may be provided to the premises.

7. **ADDITIONAL RENT AND CHARGES:**  
 **Check this box if Additional Rent as described below to be paid by Tenant**  
The Tenant shall additionally pay a proportionate share of all costs and expenses incurred by the Landlord in maintaining, operating, cleaning, insuring and repairing the property and, without limiting the generality of the foregoing, such costs and expenses shall include the costs of:  
(i) snow, garbage, and trash removal;  
(ii) landscaping and planters;  
(iii) heating, ventilating and air-conditioning, and providing hot and cold water and other utilities and services to, and operating the common areas of the property, and maintaining and repairing the machinery and equipment for such utilities and services;  
(iv) the realty taxes, assessments, rates, charges and duties levied or assessed against the property (save any tax on the personal income of the Landlord);  
(v) insuring the property and such other insurance as the Landlord will effect against public liability, property damage, loss of rental income and other casualties and risks.  
(vi) .....

8. **SCHEDULES:** The Schedules attached hereto shall form an integral part of this Agreement to Lease and consist of: Schedule(s)..... A.....  
Additional Rent will be paid by the tenant according to the terms on Schedule A

9. **IRREVOCABILITY:** This offer shall be irrevocable by..... Tenant.....until..... (a.m./p.m.)..... on the ..... day  
(Landlord/Tenant) (a.m./p.m.)  
of ....., 20....., after which time if not accepted, this offer shall be null and void and all monies paid thereon shall be returned to the Tenant without interest or deduction.

10. **NOTICES:** The Landlord hereby appoints the Listing Brokerage as agent for the Landlord for the purpose of giving and receiving notices pursuant to this Agreement. Where a Brokerage (Tenant's Brokerage) has entered into a representation agreement with the Tenant, the Tenant hereby appoints the Tenant's Brokerage as agent for the purpose of giving and receiving notices pursuant to this Agreement. **The Brokerage shall not be appointed or authorized to be agent for either the Tenant or the Landlord for the purpose of giving and receiving notices where the Brokerage represents both the Landlord and the Tenant (multiple representation) or where the Tenant or the Landlord is a self-represented party.** Any notice relating hereto or provided for herein shall be in writing. In addition to any provision contained herein and in any Schedule hereto, this offer, any counter-offer, notice of acceptance thereof or any notice to be given or received pursuant to this Agreement or any Schedule hereto (any of them, "Document") shall be deemed given and received when delivered personally or hand delivered to the Address for Service provided in the Acknowledgement below, or where a facsimile number or email address is provided herein, when transmitted electronically to that facsimile number or email address, respectively, in which case, the signature(s) of the party (parties) shall be deemed to be original.

FAX No.: ..... (For delivery of Documents to Landlord) FAX No.: ..... (For delivery of Documents to Tenant)  
Email Address: krista@kristafisk.com ..... (For delivery of Documents to Landlord) Email Address: ..... (For delivery of Documents to Tenant)

**INITIALS OF TENANT(S):**  **INITIALS OF LANDLORD(S):** 

- 11. LANDLORD'S AND TENANT'S WORK:** The Landlord agrees to complete the work described as the "Landlord's Work" in Schedule "....." attached hereto. The Tenant agrees to complete any additional work necessary to prepare the Premises for the Tenant's use, described as "Tenant's Work" in Schedule "....." attached hereto. The Tenant shall not proceed with any work within or affecting the Premises without the Landlord's prior written approval, which approval shall not be unreasonably withheld.
- 12. SIGNAGE:** The Tenant may, at its own expense, erect signage in a good and workmanlike manner, subject to municipal by-laws and government regulations and subject to the Landlord's written approval as to the design, colour, and content of any such signs, which approval shall not be unreasonably withheld, and to be located as follows:  
**The landlord will provide a space for signage on the signage directory at the front steps of the building.**
- 13. INSURANCE:** The Tenant agrees to insure the property and operations of the Tenant, including insurance for fire and such additional perils as are normally insured against, liability insurance and any other insurance as may be reasonably required by the Landlord.
- 14. EXECUTION OF LEASE:** The Lease shall be prepared by the Landlord at the Landlord's expense, in accordance with the terms and conditions of this Agreement. The Lease will be signed and executed by both parties hereto prior to the commencement of work on the premises by either party and prior to occupancy by the Tenant.
- 15. OCCUPANCY OR RENT TO ABATE:** In the event the premises are not completed by the Landlord for occupancy by the Tenant on the date set out herein for commencement of the Term of the Lease, the rent under this agreement shall abate to the extent of such delay, and the Tenant hereby agrees to accept such abatement of rent in full settlement of all claims which the Tenant might otherwise make because the Premises were not ready for occupancy by the said date.
- 16. ASSIGNMENT:** This Agreement to Lease shall not be assignable or otherwise transferable by the Tenant. The Tenant may not sublet or assign or transfer its interest in the Lease contemplated herein without securing the written consent from the Landlord, which consent shall not be unreasonably withheld, provided however, if the consent is granted, the Tenant shall remain liable for all obligations under the Lease. If the Tenant is a corporation, the transfer of the majority of the issued shares in the capital stock, or any transfer, issuance or division of shares of the corporation sufficient to transfer control of the corporation shall be deemed for all purposes to be an assignment within the meaning of this Agreement and any Lease. This provision shall not apply to a corporation whose shares are listed and traded on any recognized public stock exchange in Canada or the United States.
- 17. PARKING:** Unless otherwise stipulated, parking, if applicable, shall be in common and unreserved.  
**Parking is available in the lot behind the building.**
- 18. AGREEMENT IN WRITING:** If there is any conflict or discrepancy between any provision added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement, including any Schedule attached hereto, shall constitute the entire Agreement between Landlord and Tenant. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein. This Agreement shall be read with all changes of gender or number required by the context.
- 19. LEGAL, ACCOUNTING AND ENVIRONMENTAL ADVICE:** The parties acknowledge that any information provided by the broker is not legal, accounting, tax or environmental advice, and that it has been recommended that the parties obtain independent professional advice prior to signing this document.
- 20. TIME LIMITS:** Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Landlord and Tenant or by their respective lawyers who may be specifically authorized in that regard.
- 21. ELECTRONIC SIGNATURES:** The parties hereto consent and agree to the use of electronic signatures pursuant to the *Electronic Commerce Act, 2000*, S.O. 2000, c17 as amended from time to time with respect to this Agreement and any other documents respecting this transaction.
- 22. TIME AND DATE:** Any reference to a time and date in this Agreement shall mean the time and date where the property is located.
- 23. BINDING AGREEMENT:** This Agreement and the acceptance thereof shall constitute a binding agreement by the parties to enter into the Lease of the Premises and to abide by the terms and conditions herein contained.

INITIALS OF TENANT(S):

INITIALS OF LANDLORD(S):

**24. SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.  
 SIGNED, SEALED AND DELIVERED in the presence of: IN WITNESS whereof I have hereunto set my hand and seal:

.....  
 (Witness) (Tenant/Authorized Signing Officer) **Town of Minto** (Seal) (Date)  
 .....  
 (Witness) (Tenant/Authorized Signing Officer) (Seal) (Date)  
 .....  
 (Witness) (Guarantor) (Seal) (Date)

We/I the Landlord hereby accept the above offer, and agree that the commission together with applicable Harmonized Sales Tax (and any other tax as may hereafter be applicable) may be deducted from the deposit and further agree to pay any remaining balance of commission forthwith.

.....  
 (Witness) (Landlord/Authorized Signing Officer) **Michael Ross Hendrick** (Seal) (Date)  
 .....  
 (Witness) (Landlord/Authorized Signing Officer) **Suzanne Marie Hendrick** (Seal) (Date)

**CONFIRMATION OF ACCEPTANCE:** Notwithstanding anything contained herein to the contrary, I confirm this Agreement with all changes both typed and written was finally accepted by all parties at ..... this ..... day of ....., 20.....  
 (a.m./p.m.)

.....  
 (Signature of Landlord or Tenant)

INFORMATION ON BROKERAGE(S)		
Listing Brokerage .....	<b>EXP REALTY</b>	<b>866-530-7737</b>
	<b>Krista Fisk</b>	(Tel.No.)
	(Salesperson/Broker/Broker of Record Name)	
Co-op/Tenant Brokerage .....	<b>eXp Realty</b>	(Tel.No.)
	(Salesperson/Broker/Broker of Record Name)	

**ACKNOWLEDGEMENT**

I acknowledge receipt of my signed copy of this accepted Agreement to Lease and I authorize the Brokerage to forward a copy to my lawyer. I acknowledge receipt of my signed copy of this accepted Agreement to Lease and I authorize the Brokerage to forward a copy to my lawyer.

..... (Landlord) <b>Michael Ross Hendrick</b> (Date)	..... (Tenant) <b>Town of Minto</b> (Date)
..... (Landlord) <b>Suzanne Marie Hendrick</b> (Date)	..... (Tenant) (Date)
..... Address for Service..... ..... (Tel. No.)	..... Address for Service..... ..... (Tel. No.)
..... Landlord's Lawyer.....	..... Tenant's Lawyer.....
..... Address.....	..... Address.....
..... Email.....	..... Email.....
..... (Tel. No.) (Fax. No.)	..... (Tel. No.) (Fax. No.)

FOR OFFICE USE ONLY	COMMISSION TRUST AGREEMENT
To: Co-operating Brokerage shown on the foregoing Agreement to Lease: In consideration for the Co-operating Brokerage procuring the foregoing Agreement to Lease, I hereby declare that all moneys received or receivable by me in connection with the Transaction as contemplated in the MLS® Rules and Regulations of my Real Estate Board shall be receivable and held in trust. This agreement shall constitute a Commission Trust Agreement as defined in the MLS® Rules and shall be subject to and governed by the MLS® Rules pertaining to Commission Trust.	
DATED as of the date and time of the acceptance of the foregoing Agreement to Lease.	Acknowledged by:
..... (Authorized to bind the Listing Brokerage)	..... (Authorized to bind the Co-operating Brokerage)