[redacted], Texas [redacted]

COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement ("Lease") is made and has an effective date of _____**, 2014**, by and between [redacted] ("Landlord") and [redacted] ("Tenant").

Landlord is the owner of land and improvements commonly known and numbered as [redacted]**, Texas** [redacted] and legally described as follows (the "Building"): [redacted]

Landlord makes available for lease [redacted] **square feet** rentable space of the Building designated as (the "Leased Premises").

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. **Term**.

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" beginning _____ **, 2014** and ending _____**, 2018**. Landlord shall use its best efforts to give Tenant possession as nearly as possible at the beginning of the Lease term. If Landlord is unable to timely provide the Leased Premises, rent shall abate for the period of delay. Tenant shall l make no other claim against Landlord for any such delay.

B. Tenant may renew the Lease for one extended term of **one (1) year**. Tenant shall exercise such renewal option, if at all, by giving written notice to Landlord not less than ninety (90) days prior to the expiration of the Initial Term. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

2. **Rental**.

A. Tenant shall pay to Landlord during the initial year of the term rental as shown on **Exhibit "A".** Each installment payment shall be due in advance on the first day of each calendar month during the lease term to Landlord at [redacted]

[redacted], **Texas** [redacted] or at such other place designated by written notice from Landlord or Tenant. The rental payment amount for any partial calendar months included in the lease term shall be prorated on a daily basis. Rental for subsequent years may be found in the Annual Rental table Exhibit “A”. Tenant initial construction costs may also be found in Exhibit “A”

B. The rental for any renewal lease term, if created as permitted under this Lease, shall be determined **at market rate as defined by Landlord**.

3. **Use**

Tenant will use the Leased Premises for general office use. Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

4. **Sublease and Assignment**.

Tenant shall not have the right without Landlord's consent, to assign this Lease to a corporation with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any corporation under common control with Tenant, or to a purchaser of substantially all of Tenant's assets. Except as set forth above, Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent, such consent not to be unreasonably withheld or delayed.

5. **Repairs**.

During the Lease term, Tenant shall make, at Tenant's expense, all necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy, except for major mechanical systems, the roof, or the damages caused by Landlord or other occupants, subject to the obligations of the parties otherwise set forth in this Lease. Landlord reserves the right to approve any improvements, to include but not limited to colors and textures.

6. **Alterations and Improvements**.

Tenant, at Tenant's expense, shall have the right following Landlord's consent to remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made in a workmanlike manner and utilizing good quality materials. Tenant shall have the right to place and install personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises, and fasten the same to the premises. All personal property, equipment, machinery, trade fixtures and temporary installations, whether acquired by Tenant at

the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

7. **Property Taxes**.

Landlord shall pay, prior to delinquency, all general real estate taxes and installments of special assessments coming due during the Lease term on the Leased Premises, and all personal property taxes with respect to Landlord's personal property, if any, on the Leased Premises. Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at the Leased Premises.

8. **Insurance**.

A. If the Leased Premises or any other party of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or a bated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

B. Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts, as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

C. Tenant and Landlord shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by Landlord, such insurance to afford minimum protection of not less than $1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building.

9. **Utilities.**

Tenant shall reimburse Landlord for all charges for telephone and other services and

utilities used by Tenant on the Leased Premises during the term of this Lease unless otherwise expressly agreed in writing by Landlord. In the event that any utility or service provided to the Leased Premises is not separately metered, Landlord shall pay the amount due and separately invoice Tenant for Tenant's pro rata share of the charges. Tenant shall pay such amounts within fifteen (15) days of invoice. Tenant acknowledges that the Leased Premises are designed to provide standard office use electrical facilities and standard office lighting. Tenant shall not use any equipment or device that utilize excessive electrical energy or which may, in Landlord's reasonable opinion, overload the wiring or interferes with electrical services to other tenants.

10. **Additional Fees.**

Fees for any addition services may be found on **Exhibit "C"** and will be billed monthly.

11. **Entry**.

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

12. **Parking**.

During the term of this Lease, Tenant staff shall have access to reserved parking spaces at a fee found on **Exhibit "C".** Tenants shall have the non-exclusive use in common with Landlord, other tenants of the Building, for their guests and invitees, of the non-reserved common automobile parking areas, driveways, and footways, subject to rules and regulations for the use thereof as prescribed from time to time by Landlord. Landlord reserves the right to designate parking areas within the Building or in reasonable proximity thereto, for Tenant and Tenant's agents and employees. Tenant shall provide Landlord with a list of all license numbers for the cars owned by Tenant, its agents and employees.

A. Items Left in Vehicle. Landlord shall not be responsible for damage or loss to possessions or items left in Tenant's vehicle.

B. Damage to Vehicle. Landlord shall not be responsible for damage to Tenant's vehicle, whether or not such damage is caused by other vehicle(s) or person(s) in the parking lot or surrounding area.

13. **Building Rules.**

Tenant will comply with the rules of the Building adopted and altered by Landlord from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by Landlord to Tenant in writing. The

initial rules for the Building are attached hereto as **Exhibit "B"** and incorporated herein for all purposes.

14. **Damage and Destruction**.

Subject to Section 8 A. above, if the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage at the cost of the Landlord. In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant. The provisions of this paragraph extend not only to the matters aforesaid, but also to any occurrence which is beyond Tenant's reasonable control and which renders the Leased Premises, or any appurtenance thereto, inoperable or unfit for occupancy or use, in whole or in part, for Tenant's purposes.

15. **Default**.

If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for fifteen (15) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

16. **Quiet Possession**.

Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the

term of this Lease.

17. **Condemnation**.

If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

18. **Subordination.**

Tenant accepts this Lease subject and subordinate to any mortgage, deed of trust or other lien presently existing or hereafter arising upon the Leased Premises, or upon the Building and to any renewals, refinancing and extensions thereof, but Tenant agrees that any such mortgagee shall have the right at any time to subordinate such mortgage, deed of trust or other lien to this Lease on such terms and subject to such conditions as such mortgagee may deem appropriate in its discretion. Landlord is hereby irrevocably vested with full power and authority to subordinate this Lease to any mortgage, deed of trust or other lien now existing or hereafter placed upon the Leased Premises of the Building, and Tenant agrees upon demand to execute such further instruments subordinating this Lease or attorning to the holder of any such liens as Landlord may request. In the event that Tenant should fail to execute any instrument of subordination herein required to be executed by Tenant promptly as requested in writing subject to Section 19 of this agreement, Tenant hereby irrevocably constitutes Landlord as its attorney-in-fact to execute such instrument in Tenant's name, place and stead, it being agreed that such power is one coupled with an interest. Tenant agrees that it will from time to time upon request by Landlord execute and deliver to such persons as Landlord shall request a statement in recordable form certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as so modified), stating the dates to which rent and other charges payable under this Lease have been paid, stating that Landlord is not in default hereunder (or if Tenant alleges a default stating the nature of such alleged default) and further stating such other matters as Landlord shall reasonably require.

19. **Notice**.

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by US Postal Service certified mail, return receipt requested, addressed as follows:

If to Landlord to:

[redacted]
Attn: Business Office
[redacted]**, Texas** [redacted]

If to Tenant to:

[redacted]
Attn: [redacted]
[redacted]**, Texas** [redacted]

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

20. **Brokers**.

Tenant represents that Tenant was not shown the Premises by any real estate broker or agent and that Tenant has not otherwise engaged in, any activity which could form the basis for a claim for real estate commission, brokerage fee, finder's fee or other similar charge, in connection with this Lease.

21. **Waiver**.

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

22. **Memorandum of Lease**.

The parties hereto contemplate that this Lease should not and shall not be filed for record, but in lieu thereof, at the request of either party, Landlord and Tenant shall execute a Memorandum of Lease to be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.

23. **Headings**.

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

24. **Successors**.

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

25. **Consent**.

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

26. **Compliance with Law**.

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

27. **ADDENDA AND EXHIBITS:**

Commercial Agency & Brokerage Disclosure Addendum

X Exhibit A: Annual Rental

X Exhibit B: Rules & Regulations

X Exhibit C: Additional Fees

Exhibit D: Space Plan (Premise)

28. **Final Agreement**.

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

[redacted]	[redacted]
LANDLORD	TENANT
By:_____	By:_____
Title:_____	Title: _____
Date: _____	Date: _____

Exhibit "A"

Annual Rental and Construction Costs

[redacted]

Lease - Five Year Term

Approximate Usable Square Footage	[redacted]
Rentable Square Footage (Includes Common Space)	[redacted]

	Spaces	Monthly Rate	Yearly Rate
Reserved Parking Spaces in Employee Parking Lot	12	[redacted]	[redacted]

Years of Lease	5

Rental Schedule	Rate Per RSF	Monthly Rate	Yearly Rent
First Year Rate (Rentable Square Feet)	[redacted]	[redacted]	[redacted]
Second Year Rate (Rentable Square Feet)	[redacted]	[redacted]	[redacted]
Third Year Rate (Rentable Square Feet)	[redacted]	[redacted]	[redacted]
Fourth Year Rate (Rentable Square Feet)	[redacted]	[redacted]	[redacted]
Fifth Year Rate (Rentable Square Feet)	[redacted]	[redacted]	[redacted]

The rate schedule above includes costs for the base year (Year 1). Subsequent years will include an additional rent per square foot to account for increases in building operating costs.

Leasehold Allowance (Per Rentable Square Foot)	[redacted]
The allowance is to be used for hard costs only.	
Total Allowance	[redacted]

Estimated Buildout Costs (Per Rentable Square Foot)	[redacted]	[redacted]

The buildout is based on estimates but could vary greatly depending on construction and revisions. Final cost will be based on actual expenses.

CC Diocese construction costs due upon construction completion. [redacted]

Exhibit "B"

Building Rules & Regulations

1. <u>Normal Office Hours.</u>

Tenant will have access to the [redacted] building during normal office hours of Monday-Thursday from 8:00 am - 4:30 pm, and Friday from 8:00 am – 4:00 pm, except when Landlord had designated closure for holiday, force majeure, or other reason determined by Landlord.

2. <u>Smoking.</u>

No smoking is allowed inside of the [redacted] building.

3. <u>Custodial Services.</u>

Tenant is responsible for placing waste in designated pickup area. Custodial services will be provided during normal office hours. Care will be provided by custodial staff to ensure minimal disruption of office area.

4. <u>Food.</u>

Tenant shall discard food waste in designated areas. Food preparation is strictly prohibited in all areas of the [redacted] premises.

5. <u>Heat Sources.</u>

Candles, hot plates and all open flames are strictly prohibited in all areas of the [redacted] premises.

6. <u>Alcohol.</u>

Alcohol (open or closed containers) is strictly prohibited in all areas of the [redacted] premises.

7. <u>Mail Service.</u> Current mail service at [redacted] is inside delivery. Mail service will be stopped during extended holidays.

Exhibit “C”

Additional Fees

On a quarterly basis, in consideration of Landlord providing the Services and completing its obligation under this Agreement, Tenant will pay to Landlord the following amounts for the following necessary office support functions:

Support Function	**Amount**
Parking (per space)	[redacted] per month
Copying / Printing	Actual Use charges
Postage / Express Courier	Actual Use charges
Network/Phone Services	Negotiated based on need. Agreement will be included with this contract, upon signature completion.

The above amounts represent the sole compensation paid to Landlord under the terms of this Lease. Tenant will not be obligated or liable to Landlord for any additional compensation or reimbursement of any other costs incurred by the Landlord other than those amounts specified above.