Studio name _____

Salon suite lease

The lease between you and the operator for your suite. Have your license and insurance certificate ready to photograph; it takes about five minutes.

About you

Your name
First name

Last name

Your business name, if you use one

Phone

Email

Mailing address
Street address

City, state, ZIP

Emergency contact

Your license

Your professional license type

License number

State that issued it

License expires (MM/DD/YYYY)

Photo of your license

Attach a copy to this form

Your suite or establishment license number, if your state issues one for a leased suite

Photo of the suite license (if any)

Attach a copy to this form

Your profession

☐ Hair stylist ☐ Barber ☐ Esthetician ☐ Lash and brow artist ☐ Nail tech ☐ Massage therapist
☐ Permanent makeup artist ☐ Other

Your insurance

The shop asks every renter to carry their own professional and general liability insurance and to name the shop as an additional insured. Some states set their own insurance rules for renters; the shop's rules page shows yours.

Insurance company

Policy number

Policy expires (MM/DD/YYYY)

Certificate of insurance

Attach a copy to this form

Your space and rent

Your rent, how often it's due, the due day, your start date and the shop's late fee rule are shown here from your rental details.

Your suite number

What your rent includes

☐ A private suite with a lock ☐ Sink or shampoo bowl in the suite ☐ Chair, station and storage

☐ Electricity, water, heat and air conditioning ☐ Wi-Fi ☐ Shared laundry

☐ Lobby, restrooms and break room ☐ Access at any hour with your own key or code

☐ A spot on the building's directory sign

Using your suite

Services you'll offer in the suite

Do you plan to paint, mount anything on the walls or bring in your own furniture?

☐ Yes ☐ No

Tell us what you have in mind.

What you agree to

My own business

I run my own business from this space. I set my own prices, hours and services, keep my own clients, book my own appointments and take my own payments.

Initials

Paying rent

I'll pay the rent shown above on each due day. If rent is still unpaid after the grace days shown above, the shop may add the late fee shown above.

Initials

My own costs

I pay for my own tools, products and supplies and any business license my work needs, and I handle my own taxes.

Initials

License and insurance

I'll keep my license and insurance current, send the shop proof each time they renew, and stop working here if either one lapses.

Initials

Clean and safe

I'll keep my space clean and follow my state board's sanitation and safety rules for every client.

Initials

Damage
I'm responsible for damage I or my clients cause to the shop beyond normal wear.

Initials

No subletting
I won't sublet my space or let anyone else work from it without the shop's written OK.

Initials

Keys and access
I'll keep my suite locked when I'm not in it, follow the building's access and alarm rules, and I'm responsible for anyone I let into the building.

Initials

Ending the rental
Either of us can end this rental with 30 days' written notice, and rent is due through the notice period. On my last day I'll clear my space and return any keys.

Initials

Changes to the suite
I'll ask before painting, mounting anything on the walls or changing fixtures, and leave the suite as I found it when I move out, apart from normal wear.

Initials

Signs and advertising
Signs on my suite door or the building's directory follow the building's sign rules.

Initials

Shop rules
I'll follow the shop's posted rules for shared spaces, music and noise, parking, and how the front desk and phones are used.

Initials

the studio uses your health answers only to do your appointment safely and to keep the records the law requires. They are never used for marketing or sold. They are stored encrypted, and every time someone at the studio opens them it is logged.

Your signature

Date

Printed name

For the shop (For the studio)

Keys, fobs or codes issued

Condition of the space at move-in

Signed for the shop

Date

Printed name