

# Metro Manhattan Office Space, Inc.

347 Fifth Avenue, Suite 1008, NY, NY 10016  
212-447-5403, Fax: 212-447-5600

PRINCIPAL  
COMPANY (CLIENT)  
SUITE, STREET  
CITY, STATE, ZIP

Day, Month, 2011

Dear PRINCIPAL:

This letter is to confirm our agreement that we (Metro Manhattan Office Space, Inc.) are hereby appointed as your sole and exclusive broker and shall have the sole and exclusive right to locate, negotiate for and secure either leased or acquired space in New York on your behalf (CLIENT). Such space is to be occupied or used by you, your affiliates, subsidiaries or designees. You agree to act solely through us.

In consideration of this agreement, we will enlist the best efforts of our firm to secure a location satisfactory to your company. You agree to refer all inquiries regarding potential space to our firm. You also agree that all offers on potential space will be processed and rendered by our firm (Metro Manhattan Office Space, Inc.) on your behalf. All other communications between you and third parties (and any of their brokers, agents and/or representatives) relative to any potential lease or sublease shall be referred to, and handled by, Metro Manhattan Office Space, Inc. in accordance with your instructions.

Any proposed agreement for you to lease or otherwise acquire any space will be subject to your approval in all respects, and no agreement will be binding upon you until it has been reduced to signed and executed documents.

Based upon your compliance with agreement and your willingness to cooperate with us in our dealings with others, in connection with any transaction to which this agreement relates, we agree to look solely to the lessor for payment of our compensation in the form of one (1) full commission, unless otherwise agreed.

This agreement shall become effective upon its execution by you and shall continue for a minimum period of one hundred and eighty (180) days and thereafter until canceled by either of us upon thirty (30) days prior written notice. Subsequent to the termination of this agreement, you shall agree to recognize us as your exclusive broker, in accordance with the terms hereof, with respect to any prospective locations that we have submitted to you during the term of this agreement.

## **METRO MANHATTAN OFFICE SPACE, INC.**

ALAN ROSINSKY \_\_\_\_\_

ACCEPTED AND AGREED on \_\_\_\_\_, 2011

## **CLIENT**

PRINCIPAL \_\_\_\_\_

ACCEPTED AND AGREED on \_\_\_\_\_, 2011