

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement Letter for Agreed-Upon Procedures - Lease Agreement Compliance

Dear [Client Contact Name],

This letter confirms our understanding of the terms and objectives of our engagement to perform agreed-upon procedures regarding the compliance of [Tenant Name] with the terms of the lease agreement dated [Date] for the property located at [Property Address].

Scope of Services

We will perform the procedures listed in the attached Schedule A, which have been agreed upon by [Client Name]. These procedures are intended solely to assist you in evaluating compliance with specific financial or operational provisions of the lease agreement, such as [e.g., Gross Sales reporting, Common Area Maintenance (CAM) charges, or Insurance requirements].

Standards and Reporting

This engagement will be conducted in accordance with attestation standards established by the [Applicable Accounting Body, e.g., AICPA]. The sufficiency of these procedures is solely the responsibility of [Client Name]. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule.

The procedures we will perform do not constitute an audit or a review. Accordingly, we will not express an opinion or a conclusion. If additional matters come to our attention, we will report them to you.

Restricted Distribution

Our report will be intended solely for the information and use of [Client Name] and [Other Specified Parties] and is not intended to be and should not be used by anyone other than these specified parties.

Client Responsibilities

[Client Name] is responsible for:

- The subject matter and compliance with the lease agreement.
- Providing us with access to all relevant records, documentation, and personnel.
- Selecting the criteria and procedures to be performed.

Fees

Our fees for these services are estimated to be [Amount], plus out-of-pocket expenses. This estimate is based on the assumption that records will be provided in an organized manner.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement.

Sincerely,

[Firm Name]

[Partner Name/Signature]

Accepted by:

Signature: _____

Title: _____

Date: _____

Schedule A: Agreed-Upon Procedures

The following procedures will be performed:

1. Obtain the lease agreement and identify defined "Gross Sales" and "Allowable Deductions."
2. Compare the sales data reported to the Landlord with the Tenant's internal accounting records.
3. Recalculate the percentage rent due based on the formulas provided in Section [Number] of the lease.
4. [Insert additional specific procedures here].