

## **COMMERCIAL LEASE**

This Lease Agreement (this "Lease") is dated March 12, 2026, and is effective as of the beginning of the lease term, by and between Double J Properties LLC ("Landlord") and North Florida Workforce Development Board dba CareerSource North Florida ("Tenant"). The parties agree as follows:

**PREMISES.** Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant a 645 square foot office building in downtown Perry, Florida (the "Premises") located at 105 West Main Street, Perry, FL 32347.

**TERM.** This Lease Agreement shall commence on March 1, 2026 ("Commencement Date") and shall continue in full force and effect until February 28, 2029 ("Termination Date"). If the Tenant wishes to continue occupancy beyond the Termination Date and no new written lease agreement is executed by both Landlord and Tenant, this Lease shall automatically convert to a month-to-month tenancy under the same terms and conditions, except that the monthly rent installments increase by thirty percent (30%).

Either party may terminate the month-to-month tenancy by providing the other party with at least 60 days' written notice, including via email, of termination. The Landlord reserves the right to review and adjust the lease rate upon renewal or at any time during a month-to-month tenancy, subject to applicable laws. The Tenant will be given at least 15 days' written notice, including via email, of any rent adjustment before it takes effect.

All obligations of the Tenant as outlined in this Lease, including but not limited to payment of rent, maintenance responsibilities, Insurance and compliance with all rules and regulations, shall continue in full force and effect during the month-to-month tenancy.

**LEASE PAYMENTS.** Tenant shall pay to Landlord during the TERM monthly installments of \$500.00 (plus applicable sales tax), payable in advance on the first day of each month. Lease payments shall be made to the Landlord electronically via ACH, Zelle, or another approved method by landlord. If Tenant elects to convert Lease to a month-to-month tenancy, its monthly rent installment shall increase by thirty percent (30%). The monthly installment shall be \$650 (plus applicable sales tax).

**SECURITY DEPOSIT.** At the time of the signing of this Lease, Tenant shall pay to Landlord, in trust, a security deposit of \$500 to be held and disbursed for Tenant damages to the Premises (if any) as provided by law.

**POSSESSION.** Tenant shall be entitled to possession on the first day of the term of this Lease and shall yield possession to Landlord on the last day of the term of this Lease unless otherwise agreed by both parties in writing or email. At the expiration of the term,

Tenant shall remove its personal property and effects and peaceably yield up the Premises to Landlord in as good a condition as when delivered to Tenant, ordinary wear and tear excepted.

**USE OF PREMISES.** Tenant may use the Premises only for an office for the business of North Florida Workforce Development Board dba CareerSource North Florida. The Premises may be used for any other lawful business purpose only with the prior written consent of Landlord, which shall not be unreasonably withheld. Tenant shall notify Landlord of any anticipated extended absence from the Premises not later than the first day of the extended absence.

**FURNISHINGS.** The following furnishings will be provided: two brown leather chairs, two gray chairs, one rolling black chair, one rolling tan chair, one desk, one conference table, five wooden conference table chairs, one black file cabinet, one wooden credenza, three small coffee tables with glass surfaces, one ladder, and one dehumidifier. Furnishings may be adjusted to meet Tenant needs. Tenant shall return all such items at the end of the lease term in the same condition as at the beginning of the lease term, reasonable wear and tear excepted. Any damage determined by the Landlord to exceed normal wear and tear will be deducted from the security deposit at the Landlord's discretion.

**Liability Insurance.** Tenant shall carry at its own expense Comprehensive General/Public Liability and Property Damage insurance with combined single limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate with insurance companies authorized to do business in this state and reasonably satisfactory to Landlord, with Landlord named as additional insured, evidenced with additional insured endorsement, on a primary, noncontributory basis, and with provisions prohibiting the modification or cancellation of such insurance without at least thirty (30) days prior written notice to Landlord. Tenant shall deliver said policies or certificates thereof to Landlord promptly before execution of this lease and thereafter renewal policies or certificates shall be delivered to Landlord not less than fifteen (15) days prior to the expiration of the policies of insurance. Landlord shall maintain at its own expense appropriate general liability insurance.

**Property Insurance.** Landlord shall obtain a policy or policies of property insurance covering the full replacement value of the premises. Tenant shall obtain and also pay for and maintain in full force and effect during the term a standard "All Risk" property insurance policy, covering all personal property of Tenant upon or within the premise, including the Tenants lease improvements located in the premises, in an amount equal to the replacement cost of property and used by Tenant and connection with its business. Landlord shall have no responsibility for loss or damage to Tenant's property. If the Tenant

vacates the premises at any point prior to the end of the term or month-to-month tenancy, Tenant shall be responsible for payment of the cost of any required insurance endorsements, including but not limited to vacancy endorsements, added to the Landlord's insurance policy as a result of the Tenant's departure. Payment shall be made by Tenant to Landlord for the total cost of the endorsement.

**Workers' Compensation Insurance.** If applicable, Tenant, at its sole expense, shall procure and maintain during the lease term workers' compensation insurance as required by law.

**Waiver of Subrogation:** Landlord and Tenant each waives any right of recovery against the other for damages covered by its insurance policies, and each party's insurance policies shall include an endorsement recognizing this waiver.

**Tenant's Indemnity.** Tenant agrees to indemnify, defend, and hold harmless Landlord, its agents, employees, and representatives from and against any and all claims, liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees) arising from or related to:

Tenant's use or occupancy of the Premises;

Any act or omission of Tenant, its employees, agents, contractors, invitees, or guests;

Any breach of this Lease by Tenant; and

Any release, discharge, spill, or contamination of hazardous materials or substances caused by Tenant, its agents, employees, contractors, or invitees, including the costs of investigation, remediation, and compliance with applicable environmental laws.

However, Tenant's indemnity obligation shall not apply to the extent such claims, liabilities, losses, damages, costs, or expenses result from the gross negligence or willful misconduct of Landlord, its agents, employees, or representatives.

**Landlord's Indemnity.** Landlord agrees to indemnify, defend, and hold harmless Tenant, its agents, employees, and representatives from and against any and all claims, liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees) arising from or related to:

Landlord's gross negligence or willful misconduct; or

Landlord's failure to comply with any of its obligations under this Lease.

Scope of Indemnity. The indemnity and insurance obligations under this section shall survive the expiration or termination of this Lease in the event the lease is renewed on a month by month basis.

**MAINTENANCE.**

- **Landlord's obligations for maintenance** shall include:
  - The roof, awnings, outside walls, and other structural parts of the building.
  - The sewer, water pipes, and other matters related to plumbing.
  - The electrical wiring.
  - The air conditioning system.
- **Tenant's obligations for maintenance** shall include:
  - Sweeping the sidewalk and removing litter from the garden bed in front of rented buildings and dusting the molding in front of the glass windows.
  - Using products that leave no marks for anything mounted on the wall.
  - Replacing fluorescent light bulbs when they burn out.
  - Replacing air filters
  - Maintaining the building as smoke-free.
  - Keeping door keys unchanged without Landlord's written permission.
  - All other items of maintenance to the interior of the Premises not specifically delegated to Landlord under this Lease.

**ALTERATIONS AND RESTORATION.** Tenant shall not make any alterations, additions, or improvements, including painting or installing wall decorations (e.g., pictures, shelving), without the prior written consent of Landlord. Upon the expiration or termination of this Lease, Tenant shall, at its sole expense, restore the Premises to its original condition as of the Commencement Date. This restoration includes, but is not limited to, patching all holes in walls, removing all tenant-installed fixtures, and repainting the interior to its original paint color, unless Landlord provides written notice that such restoration is not required.

**UTILITIES AND SERVICES.** Tenant shall be responsible for all utilities and services incurred in connection with the Premises, including but not limited to electricity, water, gas, sewage, trash removal, internet, and telecommunications services.

## **TAXES.**

- **Real Estate Taxes.** Landlord shall pay all real estate taxes and assessments for the Premises, including any special assessments or unexpected tax increases.
- **Personal Taxes.** Tenant shall pay all personal taxes and any other charges levied against the Premises that are attributable to Tenant's personal property, along with all sales and/or use taxes (if any) due in connection with lease payments.

**TERMINATION UPON SALE OF PREMISES.** Notwithstanding any other provision of this Lease, Landlord may terminate this Lease upon 90 days' written notice to Tenant that the Premises have been sold. In such an event, Tenant shall have no further rights to the Premises unless otherwise specified in this Lease. This termination does not provide Tenant with rights such as a first right of refusal to purchase the Premises or relocation assistance unless such terms are explicitly agreed to in writing by the parties.

**DESTRUCTION OR CONDEMNATION OF PREMISES.** If the Premises are partially destroyed by fire or other casualty to an extent that prevents the conducting of Tenant's use of the Premises in a normal manner, and if the damage is reasonably repairable within sixty days after the occurrence of the destruction, and if the cost of repair is less than \$1,000.00, Landlord shall repair the Premises, and a just proportion of the lease payments shall abate during the period of the repair according to the extent to which the Premises have been rendered untenantable. However, if the damage is not repairable within sixty days, or if the cost of repair is \$1,000.00 or more, or if Landlord is prevented from repairing the damage by forces beyond Landlord's control, or if the property is condemned, this Lease shall terminate upon ninety days' written notice of such event or condition by either party, and any unearned rent paid in advance by Tenant shall be apportioned and refunded to it. Tenant shall give Landlord immediate notice of any damage to the Premises.

**DEFAULTS.** Tenant shall be in default of this Lease if Tenant fails to fulfill any lease obligation or term by which Tenant is bound. Subject to any governing provisions of law to the contrary, if Tenant fails to cure any financial obligation within 10 days or any other obligation within this document after written notice of such default is provided by Landlord to Tenant, Landlord may take possession of the Premises without further notice (to the extent permitted by law) and without prejudicing Landlord's rights to damages. Alternatively, Landlord may elect to cure any default, and the cost of such action shall be added to Tenant's financial obligations under this Lease. Tenant shall pay all costs, damages, and expenses (including reasonable attorney fees and expenses) suffered by Landlord by reason of Tenant's defaults. All sums of money or charges required to be paid

by Tenant under this Lease shall be additional rent, whether or not such sums or charges are designated as "additional rent." The rights provided by this paragraph are cumulative and are in addition to any other rights afforded by law.

#### **EARLY TERMINATION FEE**

If Tenant vacates the Premises prior to the expiration of the Lease term without providing the required sixty (60) days' written notice of non-renewal, Tenant agrees to pay an early termination fee equal to three (3) months' rent, based on the current monthly rental rate.

This early termination fee is intended to compensate Landlord for administrative costs and loss of rental income and shall be due and payable immediately upon termination.

Payment of the early termination fee shall not relieve Tenant of responsibility for previous unpaid rent, damages, utilities, or any other obligations owed under this Lease through the date possession is returned to Landlord, nor shall it limit Landlord's rights under the Default provisions of this Lease or applicable law.

In the event Tenant vacates the Premises and fails to pay the required three (3) months' rent or early termination fee, Tenant expressly authorizes Landlord to apply and withhold all or any portion of the security deposit toward such unpaid amounts, including rent, early termination fees, damages, or other sums due under this Lease, to the fullest extent permitted by applicable law. Any remaining balance after application of the security deposit shall remain due and owed by Tenant.

Additionally, Tenant acknowledges and agrees that early vacating of the Premises may trigger vacancy conditions under Landlord's property insurance policy, and Tenant shall remain subject to and responsible for compliance with the vacancy terms and requirements outlined in the Insurance section of this Lease, including any costs, damages, increased premiums, or losses resulting from a violation of such vacancy provisions.

**LATE PAYMENTS.** For each payment that is not paid within 5 days after its due date, Tenant shall pay a late fee equal to \$50 in addition to the required payment.

**HOLDOVER.** If Tenant maintains possession of the Premises for any period after the termination of this Lease ("Holdover Period"), Tenant shall pay to Landlord lease payment(s) during the Holdover Period at a rate equal to the most recent rate preceding the Holdover Period. Such holdover shall constitute a month-to-month extension of this Lease.

**CUMULATIVE RIGHTS.** The rights of the parties under this Lease are cumulative and shall not be construed as exclusive unless otherwise required by law.

**ACCESS BY LANDLORD TO PREMISES.** Subject to Tenant's consent (which shall not be unreasonably withheld), Landlord shall have the right to enter the Premises to make inspections, provide necessary services, or show the unit to prospective buyers, mortgagees, tenants, or workers. However, Landlord does not assume any liability for the care or supervision of the Premises. As provided by law, in the case of an emergency, Landlord may enter the Premises without Tenant's consent. During the last two months of this Lease, or any extension of this Lease, Landlord shall be allowed to display the usual "To Let" signs and show the Premises to prospective tenants.

**INDEMNITY REGARDING USE OF PREMISES.** To the extent permitted by law, Tenant agrees to indemnify, defend, and hold harmless Landlord from any liability, loss, or damages arising from Tenant's possession, use, or misuse of the Premises, except in cases of Landlord's acts or negligence.

**COMPLIANCE WITH REGULATIONS.** Tenant shall promptly comply with all laws, ordinances, requirements, and regulations of the federal, state, county, municipal, and other authorities, and the fire insurance underwriters. However, Tenant shall not by this provision be required to make alterations to the exterior of the building or alterations of a structural nature.

**ASSIGNABILITY/SUBLETTING.** Tenant may not assign or sublease any interest in the Premises, nor effect a change in the majority ownership of the Tenant (from the ownership existing at the inception of this lease), nor assign, mortgage, or pledge this Lease without the prior written consent of Landlord, which shall not be unreasonably withheld.

**NOTICE.** Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by email, mail, postage prepaid, addressed as follows:

**LANDLORD:**

Double J Properties, LLC  
353 SW Country Club Estates Rd, Madison, FL 32340

**TENANT:**

North Florida Workforce Development Board dba CareerSource North Florida  
105 West Main Street  
Perry, FL 32347

Such addresses may be changed from time to time by any party by providing notice as set forth above. Notices mailed or emailed in accordance with the above provisions shall be deemed received on the third day after posting.

**GOVERNING LAW.** This Lease shall be construed in accordance with the laws of the State of Florida.

**ENTIRE AGREEMENT/AMENDMENT.** This Lease Agreement contains the entire agreement of the parties and there are no other promises, conditions, understandings, or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

**SEVERABILITY.** If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**WAIVER.** The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

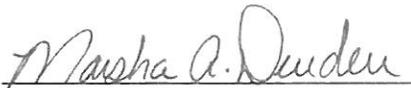
**BINDING EFFECT.** The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors, and assigns.

**LANDLORD**

By: 

Date: 3/14/2026

**TENANT**

By: 

Date: 03/13/2026