

## PROPOSAL TO LEASE SPACE

### SECTION I - DESCRIPTION OF PREMISES

|                                                                                                   |                       |                              |                                 |
|---------------------------------------------------------------------------------------------------|-----------------------|------------------------------|---------------------------------|
| Building / Property Name                                                                          | Ownership Entity Name | Leasing Agent Name           |                                 |
| Building Age                                                                                      |                       |                              |                                 |
| Year of Last Major Renovation (if applicable)                                                     |                       |                              |                                 |
| Building Address (Premises)-Street, City, State and Zip                                           |                       | Authorized to Execute Lease  | Agency Address, Phone & Email   |
|                                                                                                   |                       | Owner Address, Phone & Email |                                 |
| Building Description<br><span style="background-color: yellow;">Select from Drop Down Menu</span> |                       |                              | Property Management (PM) Agency |
| Floor Level<br><span style="background-color: yellow;">Select from Drop Down Menu</span>          |                       |                              | PM Address, Phone & Email       |
| Dimensions of Space                                                                               |                       |                              |                                 |

### SECTION II - SPACE AND RATES OFFERED

|                                                                   |                                                                                            |                                 |                                      |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------|
| Building Gross SF                                                 | Subject Space Size (Gross SF)<br><small>(must have at least 1sf at all times)</small><br>1 | Subject Space Size (Net SF)     | Current Occupancy Ratio (Gross)<br>0 |
| <b>DESCRIPTION OF COST</b>                                        |                                                                                            | <b>ANNUAL AMOUNT / COST</b>     | <b>\$ / PSF</b>                      |
| Base Annual Rent                                                  |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Operating Costs (specify below):                                  |                                                                                            |                                 |                                      |
| Snow Removal                                                      |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Common Area Maintenance (CAM)                                     |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| RE Taxes                                                          |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Insurance                                                         |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Janitorial Services (including supplies)                          | <input type="checkbox"/> 2x Week <input type="checkbox"/> 3x Week                          | \$ 0.00                         | \$ 0.00                              |
| Trash Disposal                                                    |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Gas/Oil/Coal                                                      |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Electric                                                          |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Water/Sewer                                                       |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Parking                                                           | <input type="checkbox"/> Interior <input type="checkbox"/> Exterior                        | \$ 0.00                         | \$ 0.00                              |
| HVAC Maintenance                                                  |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Pest Control                                                      |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Other Charges (specify if applicable)                             |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Other Charges (specify if applicable)                             |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| Other Charges (specify if applicable)                             |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| <b>Total Operating Costs</b>                                      |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| <b>Gross Annual Rent</b>                                          |                                                                                            | \$ 0.00                         | \$ 0.00                              |
| <b>Buildout</b>                                                   |                                                                                            | <b>Buildout Cost (Lump Sum)</b> | <b>\$ / PSF</b>                      |
| <b>Total Buildout Cost</b>                                        |                                                                                            |                                 | \$ 0.00                              |
| Lessor's Contribution to Buildout Cost (Not a Government Expense) |                                                                                            |                                 | \$ 0.00                              |

### SECTION III - LEASE TERMS AND CONDITIONS

|                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                       |                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Number of Years = 5                                                                                                                                                                                                                                                                                                                                                                                                               | Lessor paid paint / carpet upgrades during term of lease:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Government Cancellation Rights = 90 days  |
| Bldg. Parking Ratio:    % Total # of bldg. spaces =                                                                                                                                                                                                                                                                                                                                                                               | Number of Government visitor spaces =                                                                                 | Number of Leased Parking Spaces (GOV's) = |
| <b>List of Attachments Submitted with this Offer</b><br>Initialed Pages of U.S. Government Lease and the General Clauses <input type="checkbox"/><br>Completed Representations and Certifications <input type="checkbox"/><br>Construction Specifications Bid Proposal Worksheet <input type="checkbox"/><br>Floorplan of Proposed Space <input type="checkbox"/><br>Other (Please Specify) _____<br>Other (Please Specify) _____ |                                                                                                                       |                                           |
| Please indicate here any additional remarks or conditions with respect to this offer                                                                                                                                                                                                                                                                                                                                              |                                                                                                                       |                                           |

**SECTION IV - PROPOSAL DATA (In Response to Request for Lease Proposals)**

THE FOLLOWING ARE CONSIDERED PART OF THE FULL OFFER SUBMITTED BY THE OFFEROR

1. "Common area" as herein referred to is defined as "that part of the premises provided, designated, and maintained by the Lessor for the common use of all tenants; including but not limited to, private streets and driveways, curbs, parking areas, service alleys, loading areas, retaining walls, sidewalks, landscaping, lighting, hallways, restrooms, stairwells, and elevators."

2. "Common area maintenance" (CAM) charges as herein referred to are defined as the costs of operation, maintenance, and repair of the common areas and does not include Lessor's overhead, marketing or promotional fees, or administrative costs for management of the subject premises. The proportionate share to be paid by the Government for the cost of operation, maintenance, and repair of the common area shall be computed on the ratio that the total area of all applicable enclosed structures of the subject premises bears to the number of square feet leased herein.

Offeror's Interest in the Property:

☐ Fee owner ☐ Other:

Attach evidence of Offeror's interest in property (e.g., deed) and representative's authority to bind Offeror.

Flood Plains:

The Property is ☐ in a base (100-year) flood plain ☐ in a 500-year flood plain ☐ not in a flood plain.

(See RLP Section 2, Flood Plains.)

Seismic Safety: The Building

☐ RLP does not contain seismic requirements. No documentation required.☐ RLP contains seismic requirements. The Building:☐ Fully meets seismic requirements or meets an exemption under the RLP☐ Does not meet seismic requirements, but will be retrofitted to meet seismic requirements☐ Will be constructed to meet seismic requirements☐ Will not meet seismic requirements

(See RLP Section 2, Seismic Safety.) Attach appropriate documentation.

Asbestos-Containing Material (ACM): The Property

☐ Contains no ACM, or contains ACM in a stable, solid matrix that is not damaged or subject to damage.☐ Contains ACM not in a stable, solid matrix.

(See RLP Section 2, Asbestos.)

Fire/Life Safety:

The Property ☐ Meets ☐ Does not meet Lease fire/life safety standards.

(See RLP Section 2, Fire Protection and Life Safety.)

Accessibility:

The Property ☐ Meets ☐ Does not meet Lease accessibility standards.

(See RLP Section 2, Accessibility.)

**SECTION V - OWNER IDENTIFICATION AND CERTIFICATION**

Recorded Owner (Name, Street, City, State and Zip Code)

BY SUBMITTING THIS OFFER, THE OFFEROR AGREES, UPON ACCEPTANCE OF THIS PROPOSAL BY THE HEREIN SPECIFIED DATE, TO LEASE TO THE UNITED STATES OF AMERICA, THE PREMISES DESCRIBED, UPON THE TERMS AND CONDITIONS AS SPECIFIED HEREIN, IN FULL COMPLIANCE WITH AND ACCEPTANCE OF THE AFOREMENTIONED SOLICITATION FOR OFFERS, WITH ATTACHMENTS. SPACE WILL BE ALTERED AND DELIVERED IN ACCORDANCE WITH THE GOVERNMENT'S SPECIFICATIONS AND REQUIREMENTS.

Offerors Interest in Property (select one below):

Owner:

Offeror (Name, Title, Street, City, State, Zip Code)

Agent:

☐ Check if same as recorded owner

Other (specify):

Telephone Number

Email Address

Signature by Authorized Offeror

Date Signed

\* **Required Field**

## COMPARABLE 1 of 3

\* Tenant: \_\_\_\_\_

\* Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Point of Contact (POC): \_\_\_\_\_  
\_\_\_\_\_

\* Phone: \_\_\_\_\_

Condition: \_\_\_\_\_

Type of Construction: \_\_\_\_\_  
\_\_\_\_\_

Bldg Age: \_\_\_\_\_

Stories: \_\_\_\_\_

Approx. Number of Rooms: \_\_\_\_\_

Number of Restrooms: \_\_\_\_\_

Zoning: \_\_\_\_\_

Highest and Best Use: \_\_\_\_\_  
\_\_\_\_\_

\* Lease - Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

\* Rental: \$ \_\_\_\_\_ / \_\_\_\_\_ sq. ft.

\* Escalation: % \_\_\_\_\_ \$ \_\_\_\_\_

\* Termination Rights (Describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Services Included in Rent:

Electric: ☐

Gas: ☐

Water: ☐

Sewer: ☐

Trash: ☐

Janitorial: ☐

Int Maint: ☐

HVAC Maint: ☐

\* Does rental above rental amount include:

TAXES - Y ☐ N ☐ \$ \_\_\_\_\_

INSURANCE - Y ☐ N ☐ \$ \_\_\_\_\_

MAINTENANCE - Y ☐ N ☐ \$ \_\_\_\_\_

COMMON AREA MAINTENANCE - Y ☐ N ☐ \$ \_\_\_\_\_

\* Is this lease a new lease or a renewal lease? \_\_\_\_\_

\* What tenant improvements allowances (if any) were provided by lessor? \$ \_\_\_\_\_

Description of improvements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain **any** lease concessions provided. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Tenant: \_\_\_\_\_

\* Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Point of Contact (POC): \_\_\_\_\_

\_\_\_\_\_

\* Phone: \_\_\_\_\_

Condition: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

\_\_\_\_\_

Bldg Age: \_\_\_\_\_

Stories: \_\_\_\_\_

Approx. Number of Rooms: \_\_\_\_\_

Number of Restrooms: \_\_\_\_\_

Zoning: \_\_\_\_\_

Highest and Best Use: \_\_\_\_\_

\_\_\_\_\_

\* Does rental above rental amount include:

TAXES - Y ☐ N ☐ \$ \_\_\_\_\_

INSURANCE - Y ☐ N ☐ \$ \_\_\_\_\_

MAINTENANCE - Y ☐ N ☐ \$ \_\_\_\_\_

COMMON AREA MAINTENANCE - Y ☐ N ☐ \$ \_\_\_\_\_

\* Is this lease a new lease or a renewal lease? \_\_\_\_\_

\* What tenant improvements allowances (if any) were provided by lessor? \$ \_\_\_\_\_

Description of improvements: \_\_\_\_\_

\_\_\_\_\_

Please explain **any** lease concessions provided.

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Lease - Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

\* Rental: \$ \_\_\_\_\_ / \_\_\_\_\_ sq. ft.

\* Escalation: % \_\_\_\_\_ \$ \_\_\_\_\_

\* Termination Rights (Describe): \_\_\_\_\_

\_\_\_\_\_

\* Services Included in Rent:

Electric: ☐

Gas: ☐

Water: ☐

Sewer: ☐

Trash: ☐

Janitorial: ☐

Int Maint: ☐

HVAC Maint: ☐

\* **Required Field**

## COMPARABLE 3 of 3

\* Tenant: \_\_\_\_\_

\* Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Point of Contact (POC): \_\_\_\_\_  
\_\_\_\_\_

\* Phone: \_\_\_\_\_

Condition: \_\_\_\_\_

Type of Construction: \_\_\_\_\_  
\_\_\_\_\_

Bldg Age: \_\_\_\_\_

Stories: \_\_\_\_\_

Approx. Number of Rooms: \_\_\_\_\_

Number of Restrooms: \_\_\_\_\_

Zoning: \_\_\_\_\_

Highest and Best Use: \_\_\_\_\_  
\_\_\_\_\_

\* Lease - Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

\* Rental: \$ \_\_\_\_\_ / \_\_\_\_\_ sq. ft.

\* Escalation: % \_\_\_\_\_ \$ \_\_\_\_\_

\* Termination Rights (Describe): \_\_\_\_\_  
\_\_\_\_\_

\* Services Included in Rent:

Electric: ☐

Gas: ☐

Water: ☐

Sewer: ☐

Trash: ☐

Janitorial: ☐

Int Maint: ☐

HVAC Maint: ☐

\* Does rental above rental amount include:

TAXES - Y ☐ N ☒ \$ \_\_\_\_\_

INSURANCE - Y ☐ N ☒ \$ \_\_\_\_\_

MAINTENANCE - Y ☐ N ☒ \$ \_\_\_\_\_

COMMON AREA MAINTENANCE - Y ☐ N ☒ \$ \_\_\_\_\_

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Please explain **any** lease concessions provided. \_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
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\_\_\_\_\_