

# PROPOSAL TO LEASE SPACE TO THE COMMONWEALTH OF PENNSYLVANIA

IN RESPONSE TO REQUEST BY DEPARTMENT OF GENERAL SERVICES  
PLEASE PRINT OR TYPE ALL INFORMATION

PROPOSAL NO. \_\_\_\_\_

FOR \_\_\_\_\_ IN \_\_\_\_\_ IN \_\_\_\_\_ DATE \_\_\_\_\_  
(AGENCY) (MUNICIPALITY) (COUNTY)

THIS PROPOSAL IS FOR:  RENEWAL OF LEASE  NEW CONSTRUCTION  NEW LOCATION  RENOVATIONS  LEASE AMENDMENT  EMERGENCY INTERIM LEASE

BUILDING ADDRESS: \_\_\_\_\_  
(STREET) (SUITE/ROOM NO.) (CITY) (STATE) (ZIP)

LESSOR: \_\_\_\_\_ DESCRIPTION OF BUILDING: No. of Floors \_\_\_\_\_; Type of Construction \_\_\_\_\_

Age of Bldg. \_\_\_\_\_; Usable Sq. Ft. Entire Bldg. \_\_\_\_\_; Usable Sq. Ft. Each Floor \_\_\_\_\_; Heating System \_\_\_\_\_

Fuel \_\_\_\_\_; Type of A/C System \_\_\_\_\_; Roof \_\_\_\_\_; Elevator \_\_\_\_\_; Lavatories \_\_\_\_\_; Sewer \_\_\_\_\_; Water \_\_\_\_\_; Gas \_\_\_\_\_

Building originally \_\_\_\_\_ Present \_\_\_\_\_ Windows \_\_\_\_\_ Floor \_\_\_\_\_  
Constructed for use as \_\_\_\_\_; use \_\_\_\_\_; (describe) \_\_\_\_\_; Type \_\_\_\_\_

Are all utilities metered separate for tenants use?  Yes  No; Accessibility to Physically Challenged (American with Disabilities Act)  Yes  No; Lot Size \_\_\_\_\_; Building dimensions \_\_\_\_\_

Public Parking Metered  Yes  No; Number \_\_\_\_\_; Transportation  Yes  No; How far from building \_\_\_\_\_; Zoning \_\_\_\_\_

General Condition of Bldg. (Exterior) \_\_\_\_\_ (Interior) \_\_\_\_\_

Does proposal Include; Heat  Yes  No; Electricity  Yes  No; Air Cond.  Yes  No; Hot and/or Cold Water  Yes  No; Sewer  Yes  No; (Central-Window)

Snow and ice Removal  Yes  No; Janitor Service  Yes  No; Janitor Supplies  Yes  No; Gas  Yes  No; Trash Removal  Yes  No

Water Coolers  Yes  No; # of Paved Parking Spaces \_\_\_\_\_; Location of Parking \_\_\_\_\_

The undersigned offers to lease to the Commonwealth of Pennsylvania space in the above described building and agrees to construct and/or alter the bldg. and to complete the leased space offered herein in accordance with plans and specifications provided by the Department of General Services and the occupying agency under the following terms and conditions:

Sq. Ft. Offered: _____	Floor No. _____	Sq. Ft. _____	Initial Lease Term _____ Years	Renewal Options/No. of Options _____ / Years _____
_____	_____	_____	Initial Term Annual Sq. Ft. Rate _____	1 <sup>st</sup> Option Term Annual Sq. Ft. Rate _____ 2 <sup>nd</sup> Option Term Annual Sq. Ft. Rate _____
_____	_____	_____	Base Rent \$ _____	Base Rent \$ _____ Base Rent \$ _____
_____	_____	_____	Operating Rent \$ _____	Operating Rent \$ <u>n/a see note</u> Operating Rent \$ <u>n/a see note</u>
_____	_____	_____	Total \$ _____	Note: Operating Rent for Option Terms will continue to be calculated in the same fashion as in the initial term or preceding option term, if any.
_____	_____	_____	Annual Rent \$ _____	
_____	_____	_____	Monthly Rent \$ _____	
Total Sq. Ft. _____				

CONSTRUCTION COSTS - Complete worksheet on page 2. (See paragraph 7 of Sample Lease)  
OPERATING EXPENSES - Complete worksheet on page 2. (See paragraph 4 of Sample Lease)

Approximate time required to complete renovations/new construction (if applicable) \_\_\_\_\_ Month/Days.

Proposer:

Full name(s) and addresses of owner(s) or corporate officers  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person to call or write for responsibility and coordination:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Area Code: \_\_\_\_\_ Number \_\_\_\_\_

By signing below, authorization is granted to obtain a credit report both individually and/or business or corporation.

Attest: X \_\_\_\_\_  
(Signature must appear above for Proposal to be valid)

X \_\_\_\_\_  
(Signature must appear above for Proposal to be valid)

Proposer certifies that the above information is true to the best of its knowledge. The Proposer further certifies that real estate taxes for its properties are paid in full to the respective municipality in which the property is situated.

**Construction Costs Worksheet**

(Itemized explanation breakdown of complete costs for new construction or renovations. See paragraph 7 of Sample Lease.)

<b>Site</b>	\$ _____
<b>Permitting</b>	\$ _____
<b>Professional Fees</b>	\$ _____
<b>Financing</b>	\$ _____
<b>Building Construction</b>	\$ _____
<b>Other: (Explain)</b>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL:</b>	\$ _____

**Operating Expense Worksheet**

(See Paragraph 4 of Sample Lease.)

<b>Real Estate Taxes</b>	\$ _____
<b>Utilities</b>	\$ _____
<b>Water</b>	\$ _____
<b>Sewer</b>	\$ _____
<b>Trash Collection</b>	\$ _____
<b>Insurance</b>	\$ _____
<b>Janitorial</b>	\$ _____
<b>TOTAL:</b>	\$ _____