



PROPOSAL TO LEASE SPACE TO THE COMMONWEALTH OF PENNSYLVANIA

SECTION A (Proposer Information)

SFP NO. _____ PROPOSAL DUE DATE _____ DATE _____
(MM/DD/YY) (MM/DD/YY)

AGENCY _____ IN _____ IN _____
(MUNICIPALITY) (COUNTY)

THIS PROPOSAL IS FOR NEW CONSTRUCTION BUILDING RENOVATIONS BUILDING ADDITION

PROPERTY ADDRESS _____
(STREET) (SUITE/ROOM NO.) (CITY) (STATE) (ZIP)

PROPOSER:
 FULL NAME(S) AND ADDRESSES OF PROPOSED LESSOR CONTACT INFORMATION FOR AUTHORIZED REPRESENTATIVE OF PROPOSER

NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
PHONE _____	PHONE _____
EMAIL _____	EMAIL _____

SECTION B (Property Information)

LOT SIZE _____ ACRES BUILDING AGE _____ YEARS WILL MEET ADA ACCESS REQUIREMENTS YES NO

PRESENT USE _____

OTHER TENANTS IN BUILDING YES NO ARE THERE SEPARATE METERS FOR TENANTS? YES NO (IF YES, EXPLAIN)

LIST TENANTS (ATTACH ADD'L SHEETS IF NECESSARY) _____

AGE/DESCRIPTION OF ROOF _____ YEARS _____
 HEATING SYSTEM _____ YEARS _____
 A/C SYSTEM _____ YEARS _____

DOES PROPOSER HAVE ANY KNOWLEDGE OF EXISTING ASBESTOS IN THE BUILDING YES NO

IF YES, EXPLAIN _____

WATER SOURCE PUBLIC PRIVATE SEWER PUBLIC PRIVATE PUBLIC TRANSPORTATION YES NO

NO. OF PARKING SPACES INCLUDED IN RENTAL RATE _____ LOCATION _____

NEARBY PARKING AVAILABILITY (EXPLAIN) _____ AVG. PARKING RATE/MONTH \$ _____

SECTION C (Proposer Utilities, Services, Rental Rates)

LESSOR TO PROVIDE THE FOLLOWING UTILITIES AND SERVICES INCLUDED IN THE RENTAL RATE

ELECTRIC HEAT AIR CONDITIONING WATER SEWER PEST CONTROL

LANDSCAPING/LAWN CARE SNOW/ICE REMOVAL JANITORIAL SERVICE/SUPPLIES TRASH REMOVAL

OTHER _____

THE UNDERSIGNED OFFERS TO LEASE TO THE COMMONWEALTH OF PENNSYLVANIA SPACE IN THE ABOVE DESCRIBED BUILDING AND AGREES TO CONSTRUCT AND/OR ALTER THE BUILDING 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:

SQUARE FEET OFFERED _____ INITIAL LEASE TERM _____ YEARS OPTION TERMS _____ / _____ YEAR

1ST YEAR RENTAL RATE BASE \$ _____ / SQ. FT. 1ST OPTION TERM BASE \$ _____ 2ND OPTION TERM BASE \$ _____

OPERATING \$ _____ / SQ. FT.

TOTAL \$ _____ / SQ. FT. FIRST YEAR ANNUAL RENT \$ _____ FIRST YEAR MONTHLY RENT \$ _____

APPROXIMATE TIME REQUIRED FROM LEASE EXECUTION TO COMPLETE RENOVATIONS OR NEW CONSTRUCTION IF APPLICABLE _____ DAYS MONTHS

SECTION D (Expense Worksheets)

CONSTRUCTION EXPENSE WORKSHEET

(SEE ATTACHMENT A, SECTION III, PARAGRAPH 16 OF SAMPLE LEASE.)

SITE WORK	\$ _____
PERMITS	\$ _____
PROFESSIONAL FEES	\$ _____
FINANCING	\$ _____
BUILDING CONSTRUCTION	\$ _____
REAL ESTATE ACQUISITION (LAND)	\$ _____
OTHER (EXPLAIN)	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

ANNUAL OPERATING EXPENSE WORKSHEET

(SEE ATTACHMENT A, SECTION III, PARAGRAPHS 6, 13, 14, AND 21 OF SAMPLE LEASE.)

REAL ESTATE TAXES	\$ _____
INSURANCE	\$ _____
MAINTENANCE	\$ _____
UTILITIES	\$ _____
WATER	\$ _____
SEWER	\$ _____
LANDSCAPING/LAWN CARE	\$ _____
SNOW/ICE REMOVAL	\$ _____
JANITORIAL SERVICES/SUPPLIES	\$ _____
TRASH COLLECTION	\$ _____
OTHER (EXPLAIN)	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

AN OFFICIAL, AUTHORIZED TO BIND THE PROPOSER TO ITS PROVISIONS, MUST SIGN THE PROPOSAL AND ALL REQUIRED FORMS. BY SIGNING BELOW, PROPOSER CERTIFIES THAT THE INFORMATION CONTAINED IN THIS PROPOSAL IS TRUE TO THE BEST OF ITS KNOWLEDGE.

X _____

X _____

PRINT NAME

PRINT NAME