

PROPOSAL TO LEASE SPACE

**STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
Attn: Leasing and Property Transfer – Suite 1402
450 Columbus Boulevard, Hartford, CT 06103**

Solicitation Number Date Due Back Principal Contact Phone Number

Owner(s) of the Property as recorded in Town Land Records

Address of Owner(s)

Property Offered (Street Address, Town) Zoning Lot Size

Frontage (feet) Accessibility to Public Transportation

Topography of Site Flood Zone and Other Limiting Conditions

Parking Offered Owned _____ On-Site _____ Parking Garage _____ Levels _____

Total Spaces Provided _____ Not Owned _____ Off-Site _____ Off-Site Location _____

Building Offered: Rental _____ Office _____ Industrial _____ Other _____

Year Built _____ Year Renovated _____ Describe What Renovated _____

Complies with ADA? _____ Other Codes? _____

Type of Structure (e.g. Steel) _____ Exterior Walls (e.g. Brick) _____ No. Stories _____

Type of Roof Cover (e.g. shingles) _____ Age of Roof _____ Sprinkler System: Wet _____ Dry _____ None _____

Number of Elevators: Passenger _____ Freight _____ Load Capacity of Floors _____ PPSF _____

Security System (e.g. electronic, personnel): Describe: _____

Heating System: Type _____ No. Zones _____ Fuel _____ Age (yrs.) _____ When updated? _____

Air Conditioning (if applicable): Type _____ No. Zones _____ Fuel _____ Age _____

Total Bldg. Gross Sq.Ft.(GSF) _____ Total Bldg. Net Usable Sq.Ft.(NUSF) _____ Total NUSF per floor _____

(Note: See below for definition of Net Usable Square Feet.)

Indicate evidence of energy conservation measures _____

Amount of Space Available for Lease: 1) _____ NUSF on the _____ floor 2) _____ NUSF on the _____ floor

3) _____ NUSF on the _____ floor 4) _____ NUSF on the _____ floor 5) _____ NUSF on the _____ floor

Definition of Net Usable Square Feet: The interior floor area of a building, used for office and other purposes, within the area leased by a tenant which is for its exclusive use: any space shared in common with other tenants, such as, entrance and elevator lobbies; hallways, bathrooms, or used by management for other tenants, such as janitorial or electronic/mechanical closets, is not part of net usable area: if these areas are for the sole use of a tenant, they may be counted in that tenant's net usable area. The measurement includes structural elements of the building found in the tenant's space, such as columns and projections necessary to the building but excludes vertical space penetrations of the building such as elevators, stairwells, air shafts and stacks. Measurement of net usable space is to the dominant (over 50%) inside face, such as window glass of the exterior wall; to the midpoint of a wall separating a tenant from an adjacent tenant; and to the inside face of a common corridor, elevator shaft, stairway or similar space.

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Proposal:

1. TENANT IMPROVEMENTS:

Standard allowance for tenant improvements included in Base Rent \$ _____ per NUSF

2. BASE RENT before tenant improvements but including standard allowance \$ _____ per NUSF per year.

3. OPERATING EXPENSES: Who pays for operating expenses?

<u>Expense</u>	<u>Check One</u>		<u>If Lessee, Estimated Cost per Sq. Ft.</u>
	<u>Lessor</u>	<u>Lessee</u>	

Real Estate Taxes

Insurance

Heat

Electricity

Air Conditioning

Hot Water

Cold Water

Janitor Services, Premises

Janitor Services, Common Area

Window Washing, in/out

Landscaping

Snow and Ice Removal

Rubbish Removal

Replacement of burnt-out

Ballasts, Tubes & Bulbs

Other Maintenance/Repairs

Pest Control

Security System (see above)

Parking

4. Total Base Rent and Operating Expenses paid by Lessee _____

Other Conditions (such as date space will be available) _____

Attach the following
to this proposal:

1. Recent photograph of property
3. Typical floor plan

2. Map of neighborhood showing location of building
4. Flyer or brochure, if available

CERTIFICATE

I, the undersigned, hereby certify that I am an owner or agent of record for an owner of the property which is being offered in this proposal and that the statements made by me on this proposal are complete and true to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and other penalty imposed by law. (Note: Read this proposal and your answers carefully before signing.) *Only signed proposals will be considered.* If you are a real estate agent, please include a "Notice of Listing Agreement" authorizing you to present this property. By statute, the State of Connecticut will deal only with owners or their authorized agents. Responses from option holders cannot be considered.

SIGNED

DATE

NOTICE OF LISTING AGREEMENT

**RETURN TO
STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
450 COLUMBUS BOULEVARD, HARTFORD, CT 06103
STATEWIDE LASING AND PROPERTY TRANSFER, SUITE 1402**

_____, 20____

INSTRUCTIONS

This form is to be submitted when an agent has been authorized by the owner(s). The State of Connecticut, by statute, will deal only with owners or their authorized agents. OPTION HOLDERS CANNOT BE CONSIDERED.

PARTIES AND PROPERTY

I/We [Owner(s)] _____, give
[agent(s)] _____ the right to lease my/our
property located at (listed property) _____, CT.

Solicitation No. LP _____ Date/Time due back: 4 p.m.

OWNER(S) AND AGENT(S) AGREEMENT:

The parties agree that:

This agreement will go into effect on _____, 20____
and will remain effective through and including _____, _____

SPECIAL INFORMATION (any restrictions, special conditions specific to proposal).

STATEMENTS REQUIRED BY LAW

I, the undersigned, hereby certify that I am an agent of record for the owner(s) of the property which is being offered in the proposal.

By: [Authorized representative(s)] _____

Number and Street: _____

City, State, Zip: _____

Date: _____

Owner(s): _____

Number and Street: _____

City, State, Zip: _____

Date: _____

