

**Lease Space Summary  
RFI for Marathon County Job Center**

Date of Submittal: \_\_\_\_\_

Proposed Address: \_\_\_\_\_  
\_\_\_\_\_

Proposed Municipality: \_\_\_\_\_

**I. PROPOSED BUILDING:**

- A) Total usable square feet..... \_\_\_\_\_
- B) Total rentable square feet ..... \_\_\_\_\_
- C) Parking availability (# of stalls) & location (on site, off site) ..... \_\_\_\_\_

**II. RATE CALCULATION: Per rentable square footage**

Complete the following: (Amounts should be listed as annual cost per rentable square foot)

- A) Base Building Rate (Net Rent) ..... \_\_\_\_\_/sq. ft.
- B) Operating Expenses, Utilities, and Janitorial..... \_\_\_\_\_/sq. ft.
- C) Amortization of Tenant Improvements. .... \_\_\_\_\_/sq. ft.

**Gross Rate per Rentable Square Foot** (sum of A, B, & C) ..... \_\_\_\_\_/sq. ft.

**III. OTHER TERMS AND CONDITIONS:**

- A) Lessor's Tenant Improvement Allowance Offered
  - (a) Total Rentable Square Feet. - \_\_\_\_\_
  - (b) Tenant Improvement Allowance - \$\_\_\_\_\_/Rentable Sq. Ft.
  - (c) Total Tenant Improvement Allowance - \$\_\_\_\_\_ (a) x ( b)

- B) Length of Lease: Five (5) years
- C) Proposed Occupancy Date: \_\_\_\_\_
- D) Renewal Option(s): Three 2-Yr Renewal Options
- E) Annual Percentage Increase, if any: \_\_\_\_\_
- F) Renewal Rental Rate (year 6): - \_\_\_\_\_/sq. ft.
- G) Moving Allowance Offered: \_\_\_\_\_

IV. Building Common Area Amenities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Attributes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Locational Attributes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. SUBMITTED BY:

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Street Address

\_\_\_\_\_  
Firm City, State, Zip

\_\_\_\_\_  
Telephone Number/ Fax Number

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date