



TENANT LEASE WORKSHEET

Prepared by: Agent _____ Phone _____
Broker _____ Email _____

DATE: _____, 20____. Prepared by _____.

1. GENERAL INFORMATION:

Tenant's name _____
Business address _____
Phone _____ Fax _____
Email _____
Type of business _____

2. Information on space presently occupied by tenant:

2.1 Type of building: Multi-tenant Free-standing
2.2 Location: Good Adequate Poor
2.3 Suitability to business: Good Adequate Poor
2.4 Square feet _____ determined by _____

2.5 Tenant utility costs:
a. Lighting/electrical \$ _____
b. Gas \$ _____
c. Water \$ _____
d. _____ \$ _____
TOTAL \$ _____

2.6. Tenant operating costs:
a. Common area maintenance (CAM) \$ _____
b. Casualty insurance \$ _____
c. Use fees \$ _____
d. Real property taxes. \$ _____
e. Maintenance. \$ _____
f. Assessments \$ _____
g. Property management. \$ _____
h. Janitorial services \$ _____
i. Parking \$ _____
j. Fire insurance \$ _____
k. _____ \$ _____
l. _____ \$ _____
TOTAL \$ _____

2.7 Rooms/offices (number of):
 Offices _____
 Reception area _____
 Storage rooms _____
 Kitchen _____
 Conference rooms _____
 Lab/R&D rooms _____
 Rest rooms _____
 Dressing rooms _____
 Computer rooms _____
 Hallways. _____
 Lunch room _____
 _____ _____

2.8 Tenant improvements and trade fixtures _____

3. Information on space sought by tenant:

3.1 Type of building: [] Multi-tenant [] Free-standing [] Rural
3.2 Location preference: [] Downtown [] Suburbs
City _____ County _____

3.3 Access needed:
[] Residential [] Legal/civic centers [] Shopping centers
[] Agricultural [] Hotels [] Restaurants
[] Industrial [] Libraries [] Redevelopment areas
[] Mountain areas [] Universities/colleges [] Government-state
[] Freeways [] Financial services [] Government-federal
[] Public transit [] Warehouses [] Publishing houses
[] Parking [] Office centers [] Manufacturing centers
[] Airports [] Convention centers [] Disposal facilities
[] Coastal [] Sports facilities [] Trains
[] Shipyards [] Near competition [] _____
[] Trucking [] Medical/hospital

3.4 Space needs:
a. Square feet _____
b. Rooms/offices:
[] Offices _____ [] Storage rooms _____
[] Conference rooms _____ [] Rest rooms _____
[] Computer rooms _____ [] Lunch rooms _____
[] Reception area _____ [] Kitchen _____
[] Lab/R&D rooms _____ [] Dressing rooms _____
[] Hallways _____ [] _____

3.5 Physical plant needs:
[] Signs _____ [] Ceilings _____
[] Stairwells _____ [] Walls _____
[] Finishing _____ [] Floors _____
[] Partitions _____ [] Painting _____
[] Carpeting _____ [] Ramps/parking _____

3.6 Utility needs:
[] Lighting/electrical _____ [] Computer _____
[] Water _____ [] Gas _____

4. Tenant business goals:

4.1 Short term (3-5 years)

4.2 Long term (5-10 years)

5. Lease terms on space now occupied by tenant:

5.1 Type: [] Office [] Shopping center [] Retail
[] Industrial [] Light business
5.2 Term _____ Expiration date ____/____/____
5.3 Base rent \$ _____ payable _____
5.4 Current rent \$ _____ payable _____

- 5.5 Rent based on: Per sq. ft. Percent gross sales
- 5.6 Rental adjustments based on: CPI Reappraisal
- Graduated Fixed _____
- 5.7 Security deposit \$ _____
- 5.8 Prepaid rent \$ _____
- 5.9 Option to renew/extend: Yes No
- 5.10 Option to buy: Yes No
- 5.11 Option to lease additional space: Yes No
- 5.12 Lease assignment: Freely Landlord consent
- 5.13 Other _____
- 5.14 Landlord's name _____
 Business address _____
 Phone _____ Fax _____
 Agent's name _____
 Phone _____ Fax _____

6. Lease terms sought:

- 6.1 Desired monthly base rent \$ _____
- 6.2 Rent based on: Per sq. ft. Percent gross sales
- 6.3 Rental adjustments based on: CPI Reappraisal
- Graduated Fixed _____
- 6.4 Landlord responsibility for utilities:
 Lighting/electrical Gas
 Water _____
- 6.5 Landlord responsibility for operating costs:
 Maintenance Insurance
 Property mgmt. Parking
 Use fees Janitorial
 Taxes _____
- 6.6 Common area maintenance (CAM) provision cap:
 _____ Per sq. ft. _____ % Per year
- 6.7 Security deposit \$ _____
- 6.8 Prepaid rents \$ _____
- 6.9 Option to renew: Yes No
- 6.10 Option to buy: Yes No
- 6.11 Option to lease additional space: Yes No
- 6.12 Lease assignment: Freely Landlord consent
- 6.13 Other _____

