

# Parish Lease Renewal Form

Please note that the following lease is set to expire within the next few months.

**Please complete this document and fax back to 312-534-8392.**

## TENANT:

## PREMISES:

Would you like to Renew this lease? Yes / No

If you answered Yes, please continue to complete this form.

If you answered No, would you like the property re-listed by the Archdiocese of Chicago? Yes / No

**RENEWAL TERM:** \_\_\_\_\_ years

**RENT:** Current monthly base rent paid by Tenant \$

Does Tenant owe any back rent? Yes / No

If Yes, what amount \$

If Yes, for what months \_\_\_\_\_

**SPACE:** What space is Lessee currently occupying?  
(Please be as specific as possible) \_\_\_\_\_

What days does Lessee currently use the space? \_\_\_\_\_

What time does Lessee currently use the space? \_\_\_\_\_

Does the Parish need use of this space at any time Yes / No

If Yes, when? (Specify day and time) \_\_\_\_\_

## UTILITIES:

Gas Is building individually metered? Yes / No

If No, what other buildings are included on the same utility bill \_\_\_\_\_

What is the account number? \_\_\_\_\_

Electric Is building individually metered? Yes / No

If No, what other buildings are included on the same utility bill \_\_\_\_\_

What is the account number? \_\_\_\_\_

## PARKING:

Is parking provided to Lessee? Yes / No

If Yes, please specify what area \_\_\_\_\_

Fee charged, if any \$

**OTHER EXPENSES:**

Does Parish currently provide janitorial service to leased premises? Yes / No

Does Parish currently provide landscaping/snow removal service to the leased premises? Yes / No

Does Parish currently provide trash removal service to the leased premises? Yes / No

Do you anticipate any capital repairs at the premises in the next 1 - 5 yrs? Yes / No

If Yes, please specify? \_\_\_\_\_  
\_\_\_\_\_

Are there any issues regarding this Lessee or premises that you would like to have addressed? Yes / No

If Yes, please specify? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name/Title of person completing form

\_\_\_\_\_  
Contact number of person completing form