



**Real Estate and Leasing Services
Standard Proposal Form**

Date: _____ Contact name: _____

Email: _____ Phone: _____

Building address: _____

Proposed location: _____

Owner/company name: _____

Proposal submitted by: _____

Phone: _____ Email: _____

Acquisition option(s) (provide additional detail on separate if needed)

Lease _____ Rate _____

Purchase _____ Cost _____

Lease to purchase _____ Rate/cost _____

Building data – must provide scaled floor plan with proposal

Property address: _____

Owner of record: _____

Address: _____

Phone: _____

Email: _____

Construction type: _____

Number of floors: _____

Net usable square feet: _____ Office: _____ Storage: _____ Other: _____

Parking included: _____ Reserved: _____ Common: _____

Date space available: _____



Building description

Give full descriptions and attach additional information as needed.

Describe parking in detail.	
Backup power availability.	
Access to public transportation.	
ADA compliance.	
Describe available security in detail.	
First-floor availability.	
Describe other building amenities.	
Property class and condition.	
Year of last renovation.	
Description and condition of major systems (HVAC, elevator, etc.).	
Freight elevator.	
Description of available space.	
Average operating expenses.	
Planned budget for T.I.	
Owner's history w/ building.	
If offer is for purchase, list current leases and expirations.	
If offer is to lease, tenant reference contact information.	
Provide additional important information.	



Services and utilities: Indicate services included in rate (if lease proposed).

_____ Electricity*	_____ Heat/air conditioning
_____ Gas*	_____ Snow removal
_____ Water and sewer*	_____ Trash removal*
_____ Armed security	_____ Janitorial services and supplies _____ days/wk
_____ Scanning/wanding	_____ Other
_____ Pest control	

*If owner will not be providing utility expenses, attach documentation of utility expenses during the last 12-month period in which the space was occupied.

Alternate proposals and remarks should be signed by the party submitting the proposal.

Signature of owner

**Owner's legal representative with
signature authority (if applicable)**