

Commercial Request Terms & Definitions

| Item | Mandatory? | Explanation |
|--|--------------------------|---|
| Property Summary | Yes | Indicate the total occupied area, vacant area and current asking rate for each tenant type (office, retail, storage). Where there are multiple rates for a tenant type, enter the standard asking rate for a typical vacant unit. |
| Office | | Office space. |
| Retail | | Retail includes ATM, billboard, fast food, kiosk, manufacturing, and restaurant. |
| Storage | | Storage includes warehouse. |
| Parking | | Indicate number of indoor/outdoor parking spaces, and specify rate received and if it is a monthly, daily or reserved parking rate. |
| Tenant / Trading Name | Yes | Last name first, if person's name. Include vacant units and billboard leases. |
| Floor/ Unit # | Yes | The common identifier or location within the building. |
| Unit Type | Yes | ATM, Billboard, Fast Food, Kiosk, Manufacturing, Office, Restaurant, Retail, Storage, Warehouse |
| Negotiated Lease Date | | Date lease terms were agreed upon (yyyy/mm/dd). |
| Start Lease Date | Yes | Start date of current lease only (yyyy/mm/dd) |
| End Lease Date | | End date of current lease only (yyyy/mm/dd). |
| New, Renewal or Monthly | Yes | Indicate N for New, R for Renewal, or M for Monthly lease |
| Land Lease | | Please specify (✓) if lease represents land only. |
| % Rent of Gross Sales (\$) | | Dollars tenant pays as % of gross sales in additional rent. |
| Lease Type | Yes | (N) Net: no expenses included in base rent (G) Gross: all expenses included in base rent (S) Semi-gross: some expenses included in base rent |
| Leased Area (sq. ft.) | Yes | The demised area in square feet. Billboards measured in display area. |
| Step-Up (✓) | | ✓ if base rent increases in a set pattern over lease term; otherwise, base rent remains constant. |
| Step-Up Section (if ✓ for Step-Up) | Yes (if ✓ to Step-Up) | Step-up leases are rental increases that occur within the term of the lease. Provide each increment date and increase rate over the term of the lease. |
| Annual Base Rent (\$) | Yes | The current base rent paid by the tenant for the leased unit. Any amounts paid separately for property taxes, common area costs, and/or utilities should be entered in the recoveries columns. |
| Current Base Rent (\$ /sq. ft.) | Yes | Current base or net rent paid by the tenant as stated in the lease. Any amounts paid separately for property taxes, common area costs, and/or utilities should be entered in the recoveries column. |
| Property Tax Recoveries (\$ /sq. ft.) | | Amount of additional rent paid by the tenant for property taxes. |
| CAM Recoveries (\$ /sq. ft.) | | Amounts billed by the landlord to the tenant to cover common area maintenance (CAM) for the property. If there are direct unit expenses (i.e. utilities) that are also billed to the tenant these can be included as part of CAM. |
| Rent Free (# of months) | | "Reduced" or "free rent" period specified in lease expressed by number of months. |
| Tenant Improvements (\$/sq. ft.) | | The cost incurred by a landlord to bring the unit to a turnkey finish, expressed as a \$ /sq. ft. |