

## Industrial Request Terms & Definitions

Item	Mandatory?	Explanation
Property Summary		Property Summary Tool Tip - Indicate the total occupied area and vacant area based on tenant type and the current asking rent per sq. ft. for each vacant area
Office		Office space.
Retail		Retail includes billboard, fast food, and restaurant.
Storage/Warehousing		Storage/Warehouse space.
Tenant / Trading Name	Yes	Last name first, if person's name. Include vacant units and billboard leases.
Unit #	Yes	The common identifier or location within the building
Floor Level		Floor Level where the unit is located
Predominant Unit Use	Yes	Billboard, Fast Food, Warehouse, Restaurant, Retail, Office, Storage, Manufacturing, Industrial
% of Unit Finished		The overall finished space within the leased area of the unit
Unit Height (ft.)	Yes	The unit clear height in feet
Negotiated Lease Date		Date lease terms were agreed upon (mm/dd/yyyy).
Start Lease Date	Yes	Start date of current lease only (mm/dd/yyyy)
End Lease Date		End date of current lease only (mm/dd/yyyy).
New, Renewal or Monthly	Yes	New lease, Renewal, Existing, Monthly, or Vacant
Step-Up		if base rent increases in a set pattern over lease term; otherwise, base rent remains constant.
Step-Up Section	Yes	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.
Lease Type	Yes	<b>(N)</b> Net: no expenses included in the annual rent <b>(G)</b> Gross: all expenses included in the annual rent <b>(S)</b> Semi-gross: some expenses included in the annual rent
Leased Area (sq. ft.)	Yes	The rentable area in square feet. Billboards measured in display area.
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 (per sq. ft)	Yes	Current base or net rent paid per sq. ft 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/TMI Operating Recoveries (\$/sq. ft.)		Amounts billed by the landlord to the tenant to cover common area maintenance (CAM), also known as Taxes Maintenance Insurance (TMI) 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/TMI.
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.