



# PROPOSAL FOR LEASING SPACE

State Form 203 (R3 / 8-01)

Please print or type all information.  
May use attachments if necessary.

Type of space:

- Office
- Warehouse
- Other \_\_\_\_\_

## SECTION 1 - INFORMATION ON THE PROPOSED LANDLORD

Name of proposed landlord	
Address (number and street, city, state, ZIP code)	
Name of contact person	Telephone number

## SECTION 2 - INFORMATION ABOUT PROPOSED PROPERTY

Address of proposed property (number and street, city, county, state, ZIP code)		
Is the property a multi tenant or single tenant building?	Is the property ADA compliant?	
What type of construction is the building?		
Age of the building	Total rentable square feet within the building	Square feet available for lease

## SECTION 3 - PROPOSAL

Amount of square feet proposed to lease	Proposed commencement date	Cost per square foot
Cost per square foot includes:		
Parking <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, how many and where located	
Utility usage (i.e.: water, HVAC, electric gas, sewer) <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, explain:	
Maintenance, upkeep and repair of all the building structure and systems <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, explain:	
Janitorial services <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, describe the services to be performed and frequency	
Trash removal <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional services and / or charges <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please explain:	
Improvements to the property <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe the improvements and amount to be spent on improvements that are included in the rental rate of this proposal (use an extra sheet if necessary)	
Historic Building <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the building located in one of the following area? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please circle the appropriate one.	
1. The central business district of the town or city.      2. A traditional neighborhood commercial district. 3. An urban Enterprise zone.                                      4. A Brownfield.		

**I HAVE READ A COPY OF THE STATE'S STANDARD LEASE AND AGREE TO USE THIS DOCUMENT AS IS.**

Signature
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