

Date

SAMPLE REQUEST FOR PROPOSAL (OFFICE)

Name

Street Address

Suite Number

City, State, Zip Code

RE: Request for Proposal
ABC, Inc.

Dear Name:

After an initial review of the office market, our client, ABC, Inc., has asked us to solicit proposals on their behalf from a few select office buildings. Please prepare and deliver to us, prior to _____ (usually 7-10 days) your written response incorporating the following terms and conditions.

Tenant: ABC, Inc.

Building:

Initial Area: Approximately _____ rentable square feet.
Please state the floors which you would propose to ABC, Inc.
Please include existing conditions on each floor plan.

Common Area
Factor: Indicate the Common Area Factor and define its application in your property.

Initial Term: Please prepare a proposal for a five (5) year term.

Lease
Commencement: On or before _____.

Rental Rate: Propose a Base Rental Rate which is competitive to buildings of comparable quality and includes all operating costs, i.e., HVAC, janitorial, taxes, maintenance and insurance.

Escalations: Please state your method for operating expense escalation and indicate the actual [Year 1] and projected [Year 2] operating costs. The lease rate shall include no other escalations.

Option To Renew: Our client will need one (1) five (5) year option to renew the Lease Agreement at a stated rate and/or formula for determining the renewal rate.

Interior
Improvements: Lessor to supply a "built-to-suit" installation based on building standard improvements at no cost to Lessee.

Parking: Lessee will need _____ parking spaces in the building garage.

Please specify the parking allocation, the cost if any for reserved and unreserved, if there is a parking garage or open lot, the hours for the

parking, details of the security (hours, guards, etc.) and how many visitor parking spaces are available.

Security: Describe your security procedures for the building and garage, monitoring systems and hours of security coverage.

Operating Hours: State the buildings normal operating hours on weekdays and weekends and procedures for obtaining after hour HVAC.

Janitorial: Landlord to provide janitorial services to the premises five (5) days per week. Please submit your specifications for janitorial.

Option For Additional Space After Move-In: Lessee shall have a continuous first right of refusal on contiguous space, as needed, in the subject building.

- Base Building:
1. Landlord, at Landlord's sole cost and expense, shall ensure that the building and the Premises are in compliance with the requirements of the Americans with Disabilities Act and any other codes and/or laws governing the property. This will include all sprinklering of the Leased Premises and all other Life Safety modifications required by City, Parish, State or Federal guidelines.
 2. Landlord, at Landlord's sole cost and expense, shall abate all asbestos on any floors or on any partial floors leased by ABC, Inc.. Such abatement shall be complete prior to Tenant accepting the Leased Premises.

Americans with Disabilities Act: Landlord to provide assurance of compliance with accessibility standards for new construction and alterations in places for public accommodations and commercial facilities as required by Title III ADA of 1990. Also, Landlord will provide ABC, Inc. with the status of its current implementation program.

Assignment & Sublease Right: ABC, Inc. shall have the right to sublet or assign all or part of the Premises at any time with Landlord's consent, which consent shall not be unreasonably withheld or delayed. No consent shall be required for any assignment or sublet to any entity controlling, controlled by or under common control with _____. Landlord shall have no recapture rights and shall not share in profit resulting from an assignment or sublease.

Subordination and Non-Disturbance Agreements: ABC, Inc. will subordinate its Lease conditioned upon receiving an agreed form of non-disturbance from current and future fee owners and mortgagees. Subordination and non-disturbance agreements will be executed by current fee owners and mortgagees in conjunction with the execution of the Lease.

Brokerage Commission: [Broker] hereby discloses that it is representing ABC, Inc. in lease negotiations. [Broker] will receive brokerage commission rights in accordance with the attached Brokerage Agreement.

Lease Document: Please include a blank standard lease form with your proposal.

Amenities: Please list all amenities, bank facilities, special services, etc. which are available in the building and complex.

Space Plans &
Construction Drawings: Lessor will pay for space plans and necessary construction drawings.

Thank you for your timely consideration for our proposal request. We look forward to receiving your proposal. Please be advised that this is not an offer from ABC, Inc.. This is merely an outline of terms and conditions which _____ will consider in its analysis of relocation alternatives. Your response to each issue outlined in this Request for Proposal will be appreciated. (Your proposal can be faxed to me at [Phone Number]).

If you have any questions please do not hesitate to contact me.

Sincerely yours,

[Brokerage Firm]

Agent