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| U.S. Department  of Transportation  Federal Aviation  Administration | **MARKET SURVEY – SPACE** |

**NOTE: Use a separate form for each property survey.**

**Instructions for filling out the Market Survey Form**

This form should be used by the Real Estate Contracting Officer when conducting a market survey. A separate form should be filled out for each market survey conducted.

Prior to the request for the market survey, the RECO should provide the potential Lessor(s), or the representative(s)/agent(s) thereof, the FAA’s requirements, i.e. delineated area, rentable square feet required, organization requiring the space, special requirements, and selection factors other than price. The RECO should request a as built drawing from the potential Lessor outlining the proposed space being offered.

The potential Lessor(s) or Lessor’s representative(s)/agent(s) must provide the required information on the form and e-mail a completed copy to the RECO within 5 business days from the date of the request. All blanks should be filled in.

* Section I: Building Survey – to be completed by the RECO or by the potential Lessor, or the Lessor’s representative(s)/agent(s), and returned to the RECO
* Section II: Competitive Lease Rate – The potential Lessor or representative/agent should provide the RECO with substantial information on the lease rate being requested with a breakdown of costs to include base rental (per square foot), utilities, janitorial, and other services on a per annum basis.
* Section III: Building Description – Detailed building information should be disclosed by the potential Lessor to provide sufficient information for the RECO to evaluate the subject building against other potential locations within the delineated area.
* Section IV: Signature required – Signature of the owner or an authorized representative(s)/agent(s) is required to complete the Market Survey form. This signature is required to provide the source of information and to better insure the accuracy of information used in assisting the RECO in evaluating the potential lease location.

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|  | | | | | | | | | | | | DATE | | |
| **I. BUILDING SURVEYED** | | | | | | | | | | | | | | |
| 1. BUILDING NAME AND LOCATION | | | | | | | | | | | | | | |
| 2. OWNER OR AGENT NAME AND ADDRESS | | | | | | | | | | | | | | |
| 3. TELEPHONE NO. OF OWNER/AGENT:       (              ) | | | | | | | | | | | | | | |
| 4. SPACE AVAILABLE - | | | | | | | | | | | | | | |
| 4A. TOTAL FLOOR(S) AND SQ. FT IN BUILDING: | | | | | 4B. AMOUNT (Rentable Sq. Ft.)  4C. CONTIGUOUS SPACE? YES / NO | | | | | | | | | |
| 5. NEIGHBORHOOD DESCRIPTION: | | | | | | | | | | | | | | |
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| **II. COMPETITIVE RENTAL RATE AND TERMS** | | | | | | | | | | | | | | |
| 6. BASE RENT | 6A. PER ANNUM   $ | | | 6B. PER SQ. FT.  $ | | | | 6C. MEASUREMENT USED FOR RENTAL QUOTE | | ***Place PHOTOGRAPH Here (if available)*** | | | | |
| 7A. SERVICES INCLUDED IN BASE RENT | | |  | | --- | | 7B.PARTIAL *(State    below what is excluded.)* | | | | | | | | |
| 8. TENANT IMPROVEMENTS ALLOWANCE AMOUNT OFFERED WHICH IS NOT INCLUDED IN THE BASE RENTAL AMOUNT ABOVE (6. RENT)  $ | | | | | | | | | |
| 9. COMMENTS | | | | | | | | | |
| **III. BUILDING DESCRIPTION** | | | | | | | | | | | | | | |
| ITEM | | | CONDITION | | | | | | | | | | **YES** | **NO** |
| 10. GENERAL | | | CHECK APPLICABLE CONDITION:  A. NEW \_\_\_\_ B. OLDER, WELL MAINTAINED \_\_\_\_ C. OLDER, POORLY MAINTAINED\_\_\_\_ | | | | | | | | | |  |  |
| 11. BUILDING ASSET INFORMATION | | | A. ESTIMATED FMV OF BUILDING TO BE LEASED $\_\_\_\_\_\_\_\_\_\_\_\_\_ BASED ON INFORMATION FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  B. AGE OF BUILDING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  C. MAJOR RENOVATION/REFURBISHMENT? (Y/N) \_\_\_\_\_\_\_\_\_ IF Y: DATE OF RENOVATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |  |
| 12. TRANSPORTATION ACCESS | | | A. PARKING AVAILABLE ON SITE | | | | | | | | | |  |  |
| B. PUBLIC PARKING IN VICINITY | | | | | | | | | |  |  |
| C. SERVED BY PUBLIC TRANSPORTATION | | | | | | | | | |  |  |
| 13. INTERIOR WALLS | | | A. TYPE | | | DRYWALL / PLASTER / OTHER *(Specify)* | | | | | | |  |  |
| B. ACCEPTABLE WALL COVERING IN OFFERED AREA | | | | | | | | | |  |  |
| 14. LIGHTING | | | A. ADEQUATE IN PUBLIC AREAS | | | | | | | | | |  |  |
| B. ADEQUATE IN WORK AREAS | | | | | | | | | |  |  |
| 15. CEILINGS | | | A. UNIFORM HEIGHT *(8’ to 11’)* | | | | | | | | | |  |  |
| B. SUSPENDED | | | | | | | | | |  |  |
| C. FINISH | | | ACOUSTICAL / PLASTER / TILE / OTHER *(Specify)* | | | | | | |  |  |
| 16. WINDOWS | | | A. IN SPACE | | | | FIXED / OPEN | | B. COVERING | | BLINDS / DRAPES / OTHER *(Specify*) | |  |  |
| 17. FLOOR COVERING | | | A. TYPE | | | CARPET / VINYL / OTHER *(Specify)* | | | | | | |  |  |
| B. EXISTING ACCEPTABLE FOR OCCUPANCY | | | | | | | | | |  |  |
| 18. RESTROOMS | | | A. SEPARATE FACILITIES FOR WOMEN AND MEN ON FLOOR(S) OFFERED | | | | | | | | | |  |  |
| B. EXISTING ACCEPTABLE | | | | | | | | | |  |  |
| 19. DRINKING FOUNTAINS | | | EXISTING ACCEPTABLE | | | | | | | | | |  |  |
| 20. ELEVATORS | | | A. TYPE | | | | PASSENGER / FREIGHT | | | | | |  |  |
| B. CURRENT CERTIFICATE OF INSPECTION | | | | | | | | | |  |  |
| 21. HEATING | | | A. TYPE | | | CENTRAL / INDIVIDUAL UNITS | | | | | | |  |  |
| B. FUEL | | | OIL / GAS / ELECTRIC / OTHER *(Specify)* | | | | | | |  |  |
| 22. AIR CONDITIONING | | | TYPE | | | CENTRAL / INDIVIDUAL WINDOW UNITS | | | | | | |  |  |
| 23. ACCESSIBLE TO HANDICAPPED | | | A. ROUTE TO AND WITHIN THE BUILDING | | | | | | | | | |  |  |
| B. ENTRANCE AND ELEVATORS | | | | | | | | | |  |  |
| C. DRINKING FOUNTAINS AND RESTROOMS | | | | | | | | | |  |  |
| 24. ABLE TO REGISTER IN SAM AND FOR EFT?  (A MINIMUM REQUIREMENT) | | | | | | | | | | | | | | |
| **OWNERSHIP:**  **FORM OF BUSINESS**:  CORPORATION \_\_\_\_  SUBCHAPTER S CORPORATION \_\_\_\_  LIMITED LIABILITY COMPANY \_\_\_\_  SOLE PROPRIETORSHIP \_\_\_\_  PARTNERSHIP \_\_\_\_  LIMITED PARTNERSHIP \_\_\_\_  JOINT VENTURE \_\_\_\_  OTHER (DESCRIBE) \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **LIST THE NAMES OF THE OWNER AS REPRESENTED ON THE PROPERTY DEED:**  **LIST ADDRESS AND PHONE NUMBER OF MANAGEMENT COMPANY AND/OR MANAGER OF THE FACILITY:** | | | | | | | | | | | | | | |

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| **V: Owner or Authorized Representative Signature** |
| This information provided by the offeror on this form is material facts and representations upon which the Government relies for making an award. The Government has the right to require remedy if the information is in any way misrepresented or inaccurate. The owner or authorized representative certifies that all the features described above are in operating order and properly maintained. Owner/authorized representative acknowledges that this document in no way commits the Government to enter into any agreement or contract with this offeror with respect to this or any other property. The information provided will be used by the Government to evaluate potential properties.  OWNER OR AUTHORIZED REPRESENTATIVE NAME AND ADDRESS:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_ |