****

# Section I: Description of the Space and Services

*Description of Space*

|  |  |  |
| --- | --- | --- |
| Address | Term Commencement Date | Usable Square Feet |
| Rentable Square Feet | Common Square Feet | Special Use Square Feet |
| Joint Use Square Feet | % of Occupancy | Use of Antennas (roof, ground) |
| # Parking Spots (if applicable) | Structure or Unstructured Parking | Inside Parking (if applicable) |
| Storage Space | Firm Term Agreement | Renewal Term |
|  |  |  |

*Description of Services*

|  |  |  |
| --- | --- | --- |
| Services Included in Operating Cost | Building Maintenance | Space Modernization Services |
| DHS Security | Standard Level of Service | Ad Hoc Services |

****

**Section II: Financial Summary**

|  |  |  |
| --- | --- | --- |
| GSA Budget Estimate | Shell Rental Rate (excludes taxes) | Cost Per Square Foot |
| Equivalent to Lease Agreement | Equivalent to Budget Estimate | Escalations (rent, taxes, etc) |
| GSA/PBS Fee | Lump Sum Payments | GSA/PBS Leasehold Improvements |
| Interest Rate for Amortization |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Section III: Specific Services** |
| Maintenance and Agreed upon Services (i.e. security, janitorial, grounds etc.) |
| Operating Cost (level of services) |
| Standard Level of Services/Commercial Equivalent Defined |
| Short-term/Long-term GSA plans for building up-grades/projects identified: Provide to HQ |

# 

# SIGNATURES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert full name of Submitter here]

[insert title here]

Federal Aviation Administration

[insert work address here]

[insert contact phone number here]

[insert contact email here]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager, ALO-100

Federal Aviation Administration

800 Independence Ave SW, Washington DC 20591

[insert contact phone number here]

[insert contact email here]

**Note: For leases greater than $10 million over the term of the lease, CFO approval is required.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert full name here]

Chief Financial Officer

Federal Aviation Administration

[insert work location here]

[insert contact phone number here]

[insert contact email here]

**PROJECT CHECKLIST**

|  |  |  |
| --- | --- | --- |
| Completed OA checklist |  |  |
| Negotiation notes (if applicable) |  |  |
| Occupancy Agreement |  |  |
| Requires CFO approval (if rent is greater than $10 million over term of lease) |  |  |
| Signature provided |  |  |

# APPENDIX B: GSA Market Survey Results

<Insert GSA Market Survey Results if provided>

# APPENDIX C: GSA Appraisal Document (for GSA-Owned Leases)

<Insert copy of GSA Appraisal Document>

# APPENDIX D: Occupancy Agreement

<Insert Subject Draft Occupancy Agreement>