

LEASE PROPOSAL QUOTATION FORM

Transaction Number # ____ - ____ - ____, **Agency – Address, City / County**

TO: State of Tennessee Real Estate Asset Management
William R. Snodgrass / Tennessee Tower
24th Floor, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1102

1. I hereby offer to lease space to the State of Tennessee the space offered is identified and described as follows (Address of proposed space should be the 911 Emergency Address):

Name of Building _____
911 Street Address _____
City _____ Zip Code _____

Building is located on:
Assessor's Map # _____ and Parcel # _____

Deed to this property is registered in:
County _____ Deed Book # _____ Page _____
(This information may be obtained at the County Register's Office and/or Tax Assessor's Office)

2. This lease proposal is based on the following CONTIGUOUS* NET USABLE AREA(S) within the building described above:

_____ Sq.ft. on Floor # _____ _____ Sq.ft. on Floor # _____
_____ Sq.ft. on Floor # _____ _____ Sq. ft. on Floor # _____

TOTAL USABLE SQ. FT. _____

*CONTIGUOUS AREA shall be defined as all net usable area, without intervening tenants, located in a single parcel of space on a single floor. The square footage exceeds the amount available on a single floor, then additional area may be provided on an adjacent floor until all of the area on the adjacent floor is exhausted. Additional criteria requiring a single floor location, such as "to be located on one level" or "to be located on one level ground floor" prohibits the option of using adjacent floors.

3. The proposed base rental for the space described above is based on _____ NET RENTABLE square feet, calculated from INTERIOR DIMENSIONS is as follows:

PROPOSAL - _____ () Year Lease Term

Proposed base rental based upon the State reserving the right to cancel the lease upon 90 days written notice to lessor as set forth in Paragraph 2

\$ _____ Annually

The stated rental quotation includes utilities and services at Lessor's cost as indicated below:

Electricity	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
Gas	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
Water and Sewer	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
Janitorial Service and Supplies including Restroom Supplies	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO

I agree to complete all required renovation, refurbishment, improvements and/or construction necessary to meet the State's requirements contained in Section II, *Standard Specifications for Office Space*, but exclusive of tenant alterations within _____ calendar days of receipt of an executed lease.

4. I, the proposer, acknowledge by my signature that:

- a. I have received, read and understand the Proposal Package;
- b. That my lease proposal is made in accordance therewith or that any exceptions to the terms, conditions and specifications are fully stated below: All exceptions must be stated clearly and precisely. (If additional space is required, please attach additional page and refer to Item 4.b.);

- c. I understand the terms and conditions set forth those desired by the State;
- d. I understand the State reserves the right to reject any and all proposals and to waive any informality in any proposal;
- e. I understand all applicable Codes must be complied with in the State's space or as required for access to or use of State space;
- f. I will hold my lease proposal open for a period of one hundred twenty calendar days from the date of negotiated proposal;
- g. I will enter into and execute a lease, if offered, on the basis of this lease proposal and complete and sign an "Authorization Agreement for Automatic Deposits (ACH Credits) Form."
- h. I will permit the State to audit the proposed net rentable area to verify the accuracy of the submitted floor plan, and if the actual area available is less than indicated on the submitted floor plan, and still within the State's requirement, a corresponding downward adjustment in the rental amount will be made.
- i. I understand tenant development services will be required if I am the successful proposer and that my design team will work under the guidance and support of a Real Estate Asset Management Facilities Planner prior to any expenditure for these services in accordance with item 11 of the Standard Terms and Conditions. The Architect(s) /Engineer(s) and/or Interior Designer(s) I will utilize is/are:

-
5. As required by T.C.A. Section 12-2-114, the names of any and all persons financially interested in the lease are as follows:

Name _____

Telephone Number _____

Address _____

Name _____

Telephone Number _____

Address _____

Name _____

Telephone Number _____

Address _____

Name _____

Telephone Number _____

Address _____

6. As required the following attachments are submitted with and made a part of this lease proposal:

- () Floor Plan of space proposed (1/8" = 1 foot scale)
- () Photographs of the building and site
- () Supplementary Building Description and Data Schedule
- () Site location map

7. Proposers are further encouraged to submit any other supporting materials such as plans, maps, photos, etc. which they feel might be useful to the State in understanding and evaluating their proposal.

8. Name of Owner:

Owner's Address:

Owner's Telephone Number: _____ FAX Number: _____

Owner FIN No. _____ OR

Owner S/S No. _____

E-Mail: _____

9. Name of Proposer:

Proposer's Address:

Proposer's Telephone Number: _____

Fax Number: _____

E-Mail: _____

10. Proposal must be signed by a person or persons authorized to bind the proposer to a contract. Failure to complete the *Lease Proposal Form* may be cause for rejection of the lease proposal.

Signature of Proposer: _____

Date: _____

Title: _____