United States Army Corps of Engineers, Walla Walla District

Rental Proposal Worksheet

Building Name:		Date Constructed:	Year and Type of Last Major Renovation (if applicable):
Address:			
Building Gross SF:	Subject Space Gross SF:	Floor Level:	Dimensions of Space: ☐ Floor/Building plan is attached.

Base Rent Per Year:	$
Property Taxes:	$
Property Insurance:	$
Common Area Maintenance:	$
HVAC Maintenance:	$
Interior Maintenance:	$
Parking:	$
Janitorial (2x/week):	$
Electricity:	$
Natural Gas:	$
Trash Collection:	$
Sewer:	$
Water:	$
Utilities, Other (if applicable): _____	$
Total:	$
Owner Entity Name:	
Owner Address:	
Owner Phone Number:	
Owner Email Address:	
Leasing Agent Name, Address, Phone Number, Email Address (if applicable):	
Signature by Owner or Authorized Agent:	
Name (please print):	
Title:	
Date:	

Please indicate here any additional remarks or conditions with respect to this offer:

Lease Terms and Conditions:
Number of Years: One Year with Four one-year options
Cancellation Rights: 90 Days for Government, None for Offeror
Number of Overnight Government Parking Spaces: None required

Note 1: Evidence of Owner's interest in the property (e.g., deed) must be attached.
Note 2: Entities not registered in the System for Award Management (SAM) are advised to initiate the registration process as soon as possible and provide proof, such as a registration submission email from SAM or Federal Service Desk ticket number, along with their offer for possible lease award.
Note 3: Acceptance of U.S. Government Lease and the General Clauses is required.