

## ITN18ORE-102 University of Florida, George A Smathers Libraries, Library Auxiliary Lease ITN Response

**Template** All responses to this Invitation to Negotiate should include the following information:

1. UF Board of Trustees Lease Template to be used. Please verify agreement of Landlord to use the UF lease template.
2. Address of the property being proposed for occupancy
3. Name and address of the Landlord of the Property
4. Specific suite proposed, or if more than one area is possible, a delineation of those areas are available for negotiation.
5. Date of available occupancy. Tenant's preference is **March 15, 2019**
6. Proposed term of the Lease. Tenant's preference is for a maximum term of **three (3) years (April 1, 2019 – March 31, 2022)** commencing after Landlord delivers space to Tenant as described in "Delineation of required spaces" section.
7. Size of the proposed Premises, both in usable square feet and using BOMA standard rentable square footage measurements, if the proposed building uses such measurements.
8. A schedule of full-service rent per square foot (both usable and BOMA / other) on an annual basis. Please detail what services will be included in rent, and include utilities and janitorial as two of the categories.
9. Estimated cost of any usual building occupancy expenses which are not included in the base rent proposed above.
10. Amount of tenant improvements which Landlord will undertake in order to deliver the space in finished condition, or a statement that Landlord will provide a turn key improvement package.
11. Rental abatement – please note any rent abatement or other incentives Landlord is willing to provide.
12. Renewal options, terms, and notice periods – please note any renewal options and terms the Landlord is willing to grant. Tenant's preference is for **two (2) one (1) year set renewals**.
13. Termination – please note any termination options that may be available.
14. Expansion capabilities – please note any options for expansion, either via Right of First Refusal, Right of First Offer or stated option.
15. Parking – please note the parking capacity of the proposed site and the amount of parking to which Tenant would be entitled. Tenant has a minimum requirement of **forty (40) spaces**.
16. Access – please note what access cards for after hours the Landlord is proposing to give to Tenant.
17. Building Operating Hours – please provide the operating hours for the building regarding building access and systems service.
18. Broker – tenant in this specific transaction is being represented by **TBD**
19. Include both 8.5 x 11 plans as well as CADD files to the proposed premises.