

PREPARED BY	DATE	LEASE ACTION SUMMARY	LEASE NUMBER
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A. REQUIREMENTS

NAME OF REQUESTING AGENCY		NAME AND TITLE OF AGENCY REPRESENTATIVE	TELEPHONE NUMBER
BOMA USABLE SF <i>(Range)</i>	OCCUPANCY DATE	GENERAL DELINEATED AREA	REIMB. WORK AUTHORIZATION
TYPE OF SPACE <input type="checkbox"/> OFFICE <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> OTHER <i>(Specify)</i>			<input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> IN FILE
		NOTIFICATION	
		DATE	ACTION
			<input type="checkbox"/> TELEPHONE CALL <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER <i>(Specify)</i>
		SF 81/REQUEST IN FILE	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

B. MARKET SURVEY AND NEGOTIATIONS

1	ADDRESS OF OFFERED SPACE		LOCATION OF OFFERED SPACE	LOCATION IDENTIFIED FROM <input type="checkbox"/> REAL ESTATE TRADE PUBLICATION <input type="checkbox"/> IN-HOUSE FILE <input type="checkbox"/> OTHER <i>(Specify)</i>	
	NAME OF PARTY CONTACTED		SUMMARY OF DISCUSSION POINTS <i>(Requirements, Deficiencies, etc.)</i>		
	PARTY'S AFFILIATION WITH OWNER				
	FIRST CONTACT DATE	BY <input type="checkbox"/> TELEPHONE <input type="checkbox"/> SITE VISIT			
	DATE OF ON-SITE INSPECTION				
	ATTENDEES		NEGOTIATED RESULTS <i>(Include initial and final offer)</i>		
ACTION		YES			NO
SPACE IS AVAILABLE					
CONSIDER FOR NEGOTIATION					
OFFER SUBMITTED					
2	ADDRESS OF OFFERED SPACE		LOCATION OF OFFERED SPACE	LOCATION IDENTIFIED FROM <input type="checkbox"/> REAL ESTATE TRADE PUBLICATION <input type="checkbox"/> IN-HOUSE FILE <input type="checkbox"/> OTHER <i>(Specify)</i>	
	NAME OF PARTY CONTACTED		SUMMARY OF DISCUSSION POINTS <i>(Requirements, Deficiencies, etc.)</i>		
	PARTY'S AFFILIATION WITH OWNER				
	FIRST CONTACT DATE	BY <input type="checkbox"/> TELEPHONE <input type="checkbox"/> SITE VISIT			
	DATE OF ON-SITE INSPECTION				
	ATTENDEES		NEGOTIATED RESULTS <i>(Include initial and final offer)</i>		
ACTION		YES			NO
SPACE IS AVAILABLE					
CONSIDER FOR NEGOTIATION					
OFFER SUBMITTED					

3	ADDRESS OF OFFERED SPACE		LOCATION OF OFFERED SPACE	LOCATION IDENTIFIED FROM <input type="checkbox"/> REAL ESTATE TRADE PUBLICATION <input type="checkbox"/> IN-HOUSE FILE <input type="checkbox"/> OTHER (<i>Specify</i>)	
	NAME OF PARTY CONTACTED		SUMMARY OF DISCUSSION POINTS (<i>Requirements, Deficiencies, etc.</i>)		
	PARTY'S AFFILIATION WITH OWNER				
	FIRST CONTACT DATE	BY <input type="checkbox"/> TELEPHONE <input type="checkbox"/> SITE VISIT			
	DATE OF ON-SITE INSPECTION				
	ATTENDEES		NEGOTIATED RESULTS (<i>Include initial and final offer</i>)		
ACTION	YES	NO			
SPACE IS AVAILABLE					
CONSIDER FOR NEGOTIATION					
OFFER SUBMITTED					

IF MORE THAN THREE LOCATIONS SURVEYED, ATTACH SUPPLEMENTAL SHEETS AND CHECK HERE NUMBER ATTACHED ____

C. RATIONALE FOR AWARD	LOCATION NUMBER
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LOWEST PRICE ACCEPTABLE OFFER. PRICE IS CONSIDERED REASONABLE BASED UPON: (*Include market comparables and other data, if available.*)

OFFER REPRESENTS GREATEST VALUE TO THE GOVERNMENT (*Explain.*)

D. APPROVAL OF AWARD

NAME AND TITLE OF CONTRACTING OFFICER	SIGNATURE	DATE
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E. ACCEPTANCE FOR OCCUPANCY

NAME AND TITLE OF GOVERNMENT REPRESENTATIVE	SIGNATURE	DATE
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