

**SAMPLE "SUCCEEDING LEASE" ADVERTISEMENT TEMPLATE**

**Expressions of Interest Sought**

**Requirement:**

The United States Government currently occupies office and related space in a building under lease in [city, State], that will be expiring. The Government is seeking to lease approximately [amount of square footage] contiguous rentable square feet of office and related space. The rentable space must yield a minimum of [amount of square footage] contiguous ANSI/BOMA Office area square feet (OASF). The lease term requirement is for [length of lease term] years. The space must be available for occupancy by [Date]. The delineated area is [insert delineated area for agency requirement].

Other applicable requirements include:

- Proximity to Metrorail.
- Sole tenancy [indicate if this is a requirement].
- Parking (number of on site, reserved spaces (structured vs. surface) for official Government vehicles).
- Security (i.e. lobby, loading dock access, parking, setbacks etc, where and as applicable).
- Others.

The Government is considering alternative space if economically advantageous. The Government will use the information it receives in response to this advertisement as a basis to develop a cost-benefit analysis and to determine whether to compete the lease requirement or pursue a sole source justification to remain at its current location. In making this determination, the Government will consider, among other things, the availability of alternate space that potentially can satisfy the Government's requirements, as well as costs likely to be incurred through relocating, such as physical move costs, replication of tenant improvements and telecommunications infrastructure, and non-productive agency downtime.

Please send expressions of interest to:

[Realty specialist/broker name]

Address: [ ]

Telephone: [ ]

Fax: [ ]

Email: [ ]

Expressions of Interest must be submitted to the above address by 5:00 PM on [Date], and must include the following information:

- Building name and address and location of the available space within the building.
- Rentable square feet available and expected rental rate per rentable square foot, fully serviced.
- ANSI/BOMA Office area square feet (OASF) to be offered and expected rental rate per OASF, fully serviced. Indicate whether or not the quoted rental rate includes an amount for tenant improvements and state the amount, if any.
- Date of space availability.
- Method of rentable space measurement.
- Building ownership information.
- Amount of parking available on-site and its cost. Include whether expected rental rate includes the cost of the required Government parking (if any).
- Energy efficiency and renewable energy features existing within the building.
- List of building services provided.

The Government's decision regarding whether to relocate will be based, in part, on information received in response to this advertisement.