

**Instructions
Free Space in a Leased Location
OATool and STAR**

In situations where the offeror is providing more space than the maximum in the Solicitation for Offers (SFO), data should be entered in the OATool and STAR to capture both the amount of space as reflected in the SFO and the free space. Data should be entered as follows:

OATool

1. Create OA for full amount of space including both the SFO space and the free space reflecting the correct USF, RSF. Also include Parking and appropriate Effective and Expiration Dates.
2. On the OA Main Screen enter "Includes ### RSF of Free Space" in the Version Description.
3. On Rates page, enter the annual amount for each Rent Component based on the square footage we are paying rent to the lessor. The OATool will then calculate the blended rate.
4. Add the Optional Clause – Free Space by checking box next to the clause.
5. Fill in the appropriate amounts for all text boxes in this clause and save

STAR

1. The Project should reflect the square footage requested by the agency
2. The Lease should use the total of the "paid" and "free" space. This total should be entered on the Lease Details screen in the ANSI rentable field.
3. Add Remarks - "Includes ### RSF of Free Space" to the Lease module.
4. Space records should be created in one CBR for the full amount of usable and rentable square footage including the "paid" and "free" space. A separate record for the "free" space should be created with Space Category of Assigned – New, Space Type based on build out and "Free Space" should be added to the Activity Name field. (For Senate and House space, the separate space record should still be created but it will not be possible to add Free Space to Activity Name field since the member name appears there)

**OA Clause for Use When Free Space is
Offered and Accepted in a Leased Location**

Although the maximum requirement for this assignment was ### RSF, the Lessor has included ### RSF of space free of charge which brings the total square footage to ### RSF. The actual square footage occupied is documented in this OA and will be reflected on the rent bill. However, only ### RSF is being assessed rent. The blended rates (to accommodate the free space) per rentable square foot are reflected on the financial summary pages of this OA. If space is returned by the agency prior to expiration of the lease, an amount of square footage up to the total free space square footage must be returned first, with no adjustment to the rent, before any paid space can be released. This is the case even if the physical space that was initially counted as free remains in the tenant's possession.