



LEASING PROPOSAL FORMAT

Please use this form as an outline for submitting your proposal if there is no Request for Qualifications/ Proposals for the offering.

Please submit all proposals BY MAIL OR DELIVERY to the following address*:

Real Estate Department
The Presidio Trust
P.O. Box 29052
34 Graham Street
San Francisco, CA 94129

*An additional copy may be faxed directly to (415) 561-2716

Please attach the following additional items to your proposal:

1. **Completed Application for Lease.**
2. **Business Summary:** Please provide a summary of the tenant's business activities, including identification of major clients and strategic partnerships, if applicable.
3. **Three Years' Audited Financial Statements:** Per the Application for Lease, please provide audited financial statements including a Balance Sheet and Profit & Loss for the Tenant and its business. If Tenant does not have three years' worth of financial statements, then please provide other comparable financial information, such as federal income tax returns.

The Presidio Trust's Website contains information about properties available for lease. The site address is: <http://www.presidio.gov/Leasing/NonResidentialLeasing/>

Telephone inquiries regarding leasing may be directed to the Presidio Trust Real Estate Department at (415) 561-5335.

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Please describe, as outlined below, the terms and conditions under which you would be interested in leasing space at the Presidio. Proposals are non-binding and serve only to outline the basic business points that the Trust shall use for evaluation. Only a fully executed lease document, signed and delivered by both the Trust and the Tenant, shall be binding.

1. **Tenant:**
(TENANT NAME)
Please also specify form of entity (e.g., California corporation, sole proprietorship, limited liability company, limited partnership, etc.).
2. **Use:**
Please describe the proposed use of the premises, including type of business activity (e.g., general office, medical office, clinic, meeting place), number of employees working in the premises, number of additional daily visitors, clients or customers and typical purpose of visit. Please list: a) any equipment, other than normal office machines, to be used or stored on premises; b) any materials, substances, supplies, wastes, etc., other than normal office supplies or waste, to be used, stored or produced on the premises.

3. **Premises:**
Please specify the Building Number/address as well as how many square feet of space that the Tenant needs.
4. **Term:**
Please indicate Tenant's proposed lease term and any options. Please note that the proposed lease term and/or options may not the exceed terms specified in public offering.
5. **Commencement:**
Please state Tenant's proposed occupancy and rent commencement dates.
6. **Rent:**
Please indicate the proposed rent and any periodic adjustments. Please note rent shall be on a triple net (NNN) basis. NNN is defined as Tenant bearing the responsibility to pay for all operating expenses, including, but not limited to janitorial, all utilities, insurance, and Service District Charge (see below).
7. **Service District Charge:**
In addition to rent, Presidio tenants pay a Service District Charge ("SDC"). SDC, currently estimated at \$3.45 per rentable square foot per year, is a calculation of the Tenant's pro-rata share of expenses used to pay for Presidio services including fire, police, maintenance of roads and other infrastructure within the Presidio during its tenancy in the building. The Presidio Trust Act exempts Trust buildings from San Francisco real property taxes.
8. **Building Improvements:**
Please state the anticipated level of building improvements required to accommodate Tenant's use in the space. Specify any building improvement allowance requested and please describe proposed project funding and financing.
9. **Parking:**
Please state how many parking stalls Tenant will need. The maximum number of parking spaces available varies but is generally 1.5 – 2 spaces per 1,000 feet leased.
10. **Lease Security:**
Please indicate the amount of the proposed cash security deposit or Letter of Credit.
11. **Broker Commission:**
Please indicate procuring broker's name, if any, and company name, address and phone.
12. **Proposed Net Traffic Impact:**
How will the Tenant's employees and clients come to their offices and what traffic mitigation measures (if any) does the Tenant propose?
13. **Non-Binding:**
Please note that any proposal received from any prospective tenant or broker is non-binding on either party. Only a fully executed and delivered lease shall bind the respective parties.
14. **Authorized Representative:**
Please print name and title of authorized executing party and name of entity. Please sign and date your proposal.