

# DRAFTING THE REQUEST FOR PROPOSAL

- Establish Commission Agreements
  1. Determination of marketplace commissions
  2. Are they the same for a build-to-suit
  
- Essential Elements within the Request for Proposal
  1. Proposed Site
  2. Tenant
  3. Tenant Guarantor
  4. Tenant Use
  5. Facility
  6. Lease Term
  7. Option to Extend Lease Terms
  8. Lease Commencement
  9. Base Rental Rate
  10. Operating Expenses
  11. Real Estate Taxes
  12. Right to Assign or Sublease
  13. Maintenance and Repair
  14. Soils Report
  15. Security Deposit
  16. Certificate of Occupancy
  17. Operating Hours

18. Non-Disturbance
19. Environmental
20. Brokerage Representation and  
Commission
21. Legal Disclaimer

- Present and discuss Request for Proposal and Work Letter with each potential developer