

Agent \_\_\_\_\_  
Approved: \_\_\_\_\_ (only if \$500/mo. or more)  
(Revised 11/05/2015)

Short Form Lease	_____
Lease Amendment	_____
Retail	_____ Renew _____
Club Level	_____
_____ New	_____ Renew
SOS	_____
_____ New	_____ Renew
Business Class	_____
_____ New	_____ Renew
Creative Minds	_____
_____ New	_____ Renew
Bandwidth Rider	_____

**LEAD RECEIVED FROM:**

\_\_\_\_\_  
(SOS, Officelist, etc.)

**E. V. BISHOFF COMPANY  
LEASE REQUISITION FORM**

*ATTACHED LEASE APPLICATION **MUST BE COMPLETED UNLESS CORPORATE HAS A CURRENT APPLICATION ON FILE.***

BUILDING/CENTER/WAREHOUSE: \_\_\_\_\_

NEW TENANT: \_\_\_\_\_ LEASE RENEWAL: \_\_\_\_\_ EXPANSION: \_\_\_\_\_

Current lease expiration date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PREMISES: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

TYPE OF BUSINESS: Corporation (what state); Partnership (type and state); sole Proprietorship, etc.

USE: \_\_\_\_\_

CATEGORY: Attorney / Creative / Employment / Engineering / General Business /  
(Circle One) Government / Medical&Hlth / Non-Profit / Retail / Tech

WHO WILL SIGN LEASE: \_\_\_\_\_ Title: \_\_\_\_\_

TERM: \_\_\_\_\_ COMMENCING: \_\_\_\_\_ ENDING: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

Zone/Rate per SqFt \_\_\_\_\_ Zone Rate in \$ per mo \_\_\_\_\_  
Rate Obtained per SqFt \_\_\_\_\_ Rate Obtained in \$ per mo \_\_\_\_\_

Credit Score \_\_\_\_\_ (600+ - no credit score premium)

If renewal: Current Zone/Rate \_\_\_\_\_ Current Rent \$ \_\_\_\_\_ /month

**BASE RENT:**

\_\_\_\_\_ to \_\_\_\_\_, \$ \_\_\_\_\_ /mo. \_\_\_\_\_ to \_\_\_\_\_, \$ \_\_\_\_\_ /mo.  
\_\_\_\_\_ to \_\_\_\_\_, \$ \_\_\_\_\_ /mo. \_\_\_\_\_ to \_\_\_\_\_, \$ \_\_\_\_\_ /mo.  
\_\_\_\_\_ to \_\_\_\_\_, \$ \_\_\_\_\_ /mo. \_\_\_\_\_ to \_\_\_\_\_, \$ \_\_\_\_\_ /mo.

**Credit Score Premium (10% if under 600) = \$ \_\_\_\_\_ in addition to the above rent.**

**ADDITIONAL RENTAL CHARGES (IN ADDITION TO RENT ABOVE):**

Real Estate Taxes:	\$ _____	Gas:	\$ _____
Operating Expense:	\$ _____	Electricity:	\$ _____
Insurance:	\$ _____	Water:	\$ _____
Heat:	\$ _____	Trash (HC only):	\$50.00 or \$100.00
Credit Score Prem.	\$ _____		

CLEVELAND: OE .03 / Tax .08 / Ins. .03 / Electric .11 / Total cost .25  
PITTSBURGH: OE .03 / Tax .08 / Ins. .03 / Electric .11 / Total .25  
COLUMBUS: OE .03 / Ins. .03 / Electric .11 /  
Tax: BLP .13 / Gay St. .15 / Hamilton .13 / Third .09 / all others .08  
SHOPPING CTR: CAM .28 Blacklick Office Center: \$10/mo. Water/Sewer; .08 Heat/AC  
WAREHOUSE: Cam \$.05 Electric \$.02 Heat \$.02 H2O/sewer \$.004 Taxes \$.04 Ins \$.01

SECURITY DEPOSIT: \_\_\_\_\_  
*If no amount put in, last months' total rent shall be required for security deposit*

SQ. FOOTAGE OF NEW TENANT: USEABLE: \_\_\_\_\_ RENTABLE: \_\_\_\_\_

SQ. FOOTAGE OF RENEWAL: USEABLE: \_\_\_\_\_ RENTABLE: \_\_\_\_\_

SQ. FOOTAGE OF EXPANSION: USEABLE: \_\_\_\_\_ RENTABLE: \_\_\_\_\_

AUTO RENEW :

NEW LEASES \_\_\_\_\_ DAY AUTO RENEW (DEFAULT OF 120 DAYS IF LEFT BLANK)

RENEWALS - check prior lease and put same renewal notice of \_\_\_\_\_ days

COOP. BROKER: \_\_\_\_\_

BROKER'S COMPANY: \_\_\_\_\_

Lessor Provides janitorial :

YES \_\_\_\_\_ NO \_\_\_\_\_

LANDLORD'S ALTERATIONS:

Provided this Lease is fully executed by \_\_\_\_\_ (fill in date) Lessor shall promptly schedule the following alterations:

\_\_\_\_\_ Install new carpet throughout the premises. Color of carpet to be chosen by Lessee from samples provided by Lessor. Lessee shall assist in moving all furniture as is required to install new carpet.

\_\_\_\_\_ Paint all walls. Color of paint to be chosen by Lessee from samples provided by Lessor.

\_\_\_\_\_ Paint accent wall in the location as shown on the attached Exhibit B. color of accent wall paint to be chosen by lessee from samples provided by Lessor.

\_\_\_\_\_ Paint all trim. Color of paint to be chosen by Lessee from samples provided by Lessor.

\_\_\_\_\_ Paint all doors. Color of paint to be chosen by Lessee from samples provided by Lessor.

\_\_\_\_\_ Remove the wall(s) shown on the attached Exhibit B.

\_\_\_\_\_ Build the walls(s) as shown on the attached Exhibit B.

\_\_\_\_\_ Build the doorway(s) and install the door(s) as shown on the attached Exhibit B.

\_\_\_\_\_ Build glass sidelight(s) in the area(s) as shown on the attached Exhibit B.

\_\_\_\_\_ Install \_\_\_\_\_ light switch(es) and \_\_\_\_\_ electric outlet(s) in the location(s) shown on the attached Exhibit B.

Light switch(es) and electrical outlet(s) shall be:

Surface mounted

In-Wall mounted

\_\_\_\_\_ Install new ceiling tile throughout the premises.

\_\_\_\_\_ Replace damaged ceiling tile.

\_\_\_\_\_ Install new building standard lighting in the location(s) shown on the attached Exhibit B.

\_\_\_\_\_ Steam clean all carpeted flooring.

\_\_\_\_\_ Clean entire suite.

\_\_\_\_\_ Install vinyl cove base in the location(s) as shown on the attached Exhibit B. Style of vinyl cove base to be chosen by Lessee from samples provided by Lessor.

\_\_\_\_\_ Disconnect and/or remove unnecessary radiators and install thermostatic radiator valves on the remaining radiators that do not have them.

(only Park / Inv.2,000sq+) **Bring a Cat-5 cable from the internet switch to the demark panel as shown on the attached Exhibit A.**

# OfficeLOFTS

\_\_\_\_\_ Remove all ceiling tile in the area as outlined on the attached Exhibit B.

\_\_\_\_\_ Remove all ceiling grid in the area as outlined on the attached Exhibit B.

\_\_\_\_\_ Lessor shall remove unneeded communication and electrical lines (Lines) and/or use Lessor's best effort to either bundle said remaining lines and/or attached said lines to ceiling deck. In either case, the remaining lines shall be exposed and visible.

\_\_\_\_\_ Ductwork that was exposed with the removal of the ceiling tile and or the ceiling grid shall be

removed back to a perimeter wall.

soffeted around.

cleaned and painted.

\_\_\_\_\_ cleaned and left unpainted.

replaced with round duct.

\_\_\_\_\_ Ceiling deck is not intended to be a smooth and finished ceiling and has been inspected by Lessee and Lessee agrees that said deck is ready to paint with the exception of:

\_\_\_\_\_ Lessor shall paint all exposed ceiling deck along with all ceiling deck mounted exposed Lines. Color of paint to be chosen by Lessee from samples provided by Lessor.

OTHER: \_\_\_\_\_

TENANT'S ALTERATIONS: \_\_\_\_\_

MANAGER'S SPECIAL Yes / No If Yes, please list: \_\_\_\_\_

**UPGRADES**

YES / NO

- In-Office safe for \$15.00 per month for 24 months
- Internet connectivity
- Private in-office CCTV system installed for \$59.00 per month for 36 months
- Lessor provides on a complimentary basis \_\_\_\_\_ Mbps of bandwidth.  
(Max. 1 Mbps/\$1,000 in BASE rent)
- Discounted parking (Cleveland only) 3 spaces for \$50/space/month with each \$1,000/mo. rent

TELEPHONES (in contract with Bandwidth)

YES / NO

for \_\_\_\_\_ handsets at \$29.00 per handset.

PARKING ADDENDUM

YES / NO

for \_\_\_\_\_ spaces at \$ per space\_

PERCENT OF RENT:

YES / NO

SALES IN EXCESS OF \$ \_\_\_\_\_

RENEWAL OPTION:

YES / NO

for \_\_\_\_\_ add'l term(s) of \_\_\_\_\_ years each: Notice Date: \_\_\_\_\_

RIGHT OF FIRST REFUSAL

YES / NO

FOR SUITE \_\_\_\_\_ through \_\_\_\_\_

DEATH & DISABILITY CLAUSE:

YES / NO

prevents Lessee from practicing \_\_\_\_\_

TERMINATION CLAUSE:

YES / NO

Can term. by \_\_\_\_\_ if notice rec'd by \_\_\_\_\_

Additional terms of termination: \_\_\_\_\_

ANNUAL FINANCIAL STATEMENTS

YES / NO

GROSS SALES

YES / NO

STORE HOURS

YES / NO

Default of 7:00 a.m. and 5:00 p.m. Monday through Friday

ADDRESS FOR NOTICES: To premises / Other: \_\_\_\_\_

**PLEASE NOTE THAT ANY LEASE WHERE INVOICES ARE TO BE SENT ELSEWHERE MUST HAVE A MAILING ADDRESS OR ANY INVOICE/NOTICES WILL BE SENT TO THE PREMISES - WHETHER THAT BE A STORAGE UNIT OR A WAREHOUSE SPOT.**

CONTACTS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER/HOME: \_\_\_\_\_ WORK: \_\_\_\_\_