PREPARED BY			DATE		LE	ASE ACTION SUMMARY	LEASE NUMBER		
				A	. REQU	IREMENTS			
NAME OF REQUESTING AGENCY						TLE OF AGENCY REPRESENTATIVE	TELEPHONE NUMBER		
BOMA USABLE SF (Range) OCCUPANCY DATE				GEI	NERAL DEI	LINEATED AREA	REIMB. WORK AUTHORIZATION		
TYPE OF SPACE							NOT REQUIRED		
OFFICE WAREHOUSE							☐ IN FILE		
OTHER (Specify)						NOTIFICATION	SF 81/REQUEST IN FILE		
				DAT	IE	ACTION TELEPHONE CALL LETTER OTHER (Specify)	YES NO		
			B. N	//ARKET	SURVEY	/ AND NEGOTIATIONS			
1 ADDRESS OF OFFERED SPACE						LOCATION OF OFFERED SPACE LOCATION	N IDENTIFIED FROM		
•							REAL ESTATE TRADE PUBLICATION IN-HOUSE FILE OTHER (Specify)		
	NAME OF PARTY CONTACTED					SUMMARY OF DISCUSSION POINTS (Requirem	eents, Deficiencies, etc.)		
	PARTY'S AFFILIATIO	ON WITH C	OWNER						
	FIRST CONTACT DATE BY TELEPHONE S				VISIT				
	DATE OF ON-SITE INSPECTION								
	ATTENDEES					NEGOTIATED RESULTS (Include initial and final	offer)		
	ATTENDEES					NEGOTIATED NEGOETO (Include Initial and Initial	oner,		
ACTION				YES	NO	7			
	SPACE IS AVAILABL								
	CONSIDER FOR NEGOTIATION								
	OFFER SUBMITTED								
2	ADDRESS OF OFFERED SPACE					☐ REAL	N IDENTIFIED FROM ESTATE TRADE PUBLICATION USE FILE OTHER (Specify)		
	NAME OF PARTY CONTACTED					SUMMARY OF DISCUSSION POINTS (Requirem	ents, Deficiencies, etc.)		
	PARTY'S AFFILIATIC	ON WITH C	OWNER						
	FIRST CONTACT DATE BY TELEPHONE S				VISIT				
	DATE OF ON-SITE INSPECTION								
	ATTENDEES					NEGOTIATED RESULTS (Include initial and final	offer)		
	ACTION			YES	NO				
	SPACE IS AVAILABLE			11.5	140				
	CONSIDER FOR NEGOTIATION								
	OFFER SUBMITTED					1			

3	ADDRESS OF OFFERED S		LOCATION OF OFFERED S	SPACE	LOCATION IDENTIFIE REAL ESTATE TR IN-HOUSE FILE	ADE PUBLICATION		
	NAME OF PARTY CONTAC		SUMMARY OF DISCUSSION POINTS (Requirements, Deficiencies, etc.)					
	PARTY'S AFFILIATION WI	IH OWNER						
	FIRST CONTACT DATE	√ISIT						
	DATE OF ON-SITE INSPEC	CTION						
	ATTENDEES				NEGOTIATED RESULTS (II	nclude init	ial and final offer)	
	ACTIO	N	YES	NO				
	SPACE IS AVAILABLE				-			
	CONSIDER FOR NEGOTIA	ATION			_			
IE MOR	OFFER SUBMITTED E THAN THREE LOCATION	NIS SLIRVEYED AT	TACH SU	 PDI EME	 NTAL SHEETS AND CHE	CK HERI	= \(\text{NUMBER A:}	TACHED
II WOL		C. RATIONALE FO			INTAL OFFEETO AND OFFE		NUMBER A	
		. KATIONALL I						
OFF	EER REPRESENTS GREATES	T VALUE TO THE GOV	ERNMENT	(Explain).				
D. APPROVAL OF AWARD								
NAME A	ND TITLE OF CONTRACTING	OFFICER		SIGNATU	RE			DATE
E. ACCEPTANCE FOR OCCUPANCY								
NAME A	ND TITLE OF GOVERNMENT	REPRESENTATIVE		SIGNATU	RE			DATE