

Department of Administration / Lease Administration

## Occupancy Expense Worksheet

Date \_\_\_\_\_

Agency Contract # \_\_\_\_\_

Requisition # \_\_\_\_\_

Agency # \_\_\_\_\_ Agency Name \_\_\_\_\_

Agency Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Lease Address \_\_\_\_\_

Landlord Name \_\_\_\_\_

Is Landlord's current address the same as listed on lease?      Yes       No

If No, please include new address: \_\_\_\_\_

\$ \_\_\_\_\_ Rent to be paid for the TOTAL term of the lease (Do not include renewal periods).

Total Sq. Ft.: _____ # of Employees: _____	Annual Amount	Remarks
Rent	\$	
Storage	\$	
Parking Spaces	\$	
Real Estate Taxes	\$	
Insurance	\$	
Utilities:    Electricity	\$	
Gas	\$	
Water	\$	
Common Area Maintenance	\$	
Janitorial Services	\$	
Other Services/Costs	\$	
*Improvements	\$	

INSTRUCTIONS: This is a worksheet that calculates an "annual" (most current 12 months) occupancy cost. Some of the categories may not apply to your lease. For example, a "full service lease" may contain taxes, insurance, utilities and custodial expenses. If so, please note "F. S." in the appropriate category.

\* Enter the dollar amount spent by the agency for any improvements to the building and in the remarks column please list what the improvements included.