

Example Template for Submitting by November 28, 2017, at 4:00 pm.

November 28, 2017

Mr. Michael Moore
Project Manager
Office of Real Property
michael.moore35@va.gov

Dear Mr. Moore:

On behalf of XXXXXX, (hereinafter referred to as “Lessor”), located at XXXX we are pleased to submit this proposal to the The Department of veterans Affairs (hereinafter referred to as “VA”), for warehouse/industrial space at XXXXXX, Charleston, SC (hereinafter referred to as “Building”).

The basic terms and conditions of the proposal are as follows:

Building Name and Address, Age of building:	XXXX Building, Address, is Age.
Location of Space In Building:	Offered space is on the XX floor.
Lease Commencement date:	The Lease Commencement Date shall be XXXX, XXXX
ANSI/BOMA office area/net useable square feet (NUSF) and rental rate per NUSF, meeting the GSA’s standard building shell requirements;	XX,XXX NUSF at \$XX.XX per NUSF
Name, address, telephone number, and email address of authorized contact;	Information
Scaled floor plans (as-built) identifying offered space;	Attachment # 1
Identification of on-site parking to be dedicated for VA’s use;	Attachment # 2
Illustration of nearest bus stop and Evidence of meeting the requirement;	Attachment # 3

**Information on project, building ownership,
and evidence authorization.**

Attachment # 4

This proposal may be withdrawn at any time. This proposal does not constitute a binding offer to lease, lease reservation, or option and neither party shall be bound until the execution and delivery of mutually acceptable Lease Agreement.

We look forward to your response to this proposal.

Sincerely,

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