FORM TO CALCULATE TOTAL ANNUAL COST OF RENT

			Proposal #___	Proposal #___	Proposal #___
A) (1)	Annual Base Rent (# sq. ft Leased x Cost per sq. ft.)	=	$ _____	$ _____	$ _____
(2)	Annual Cost for Utilities ($0 if included in Base Rent – Estimated or actual cost from previous 12 months)	=	$ _____	$ _____	$ _____
(3)	Annual Cost for Janitorial ($0 if included in Base Rent – Estimated or actual cost from previous 12 months)	=	$ _____	$ _____	$ _____
(4)	Annual Cost for Moving (Total cost to move divided by number of years to be leased – Estimated or actual cost from previous 12 months)	=	$ _____	$ _____	$ _____
(5)	Annual Cost for Telephone (Total cost of telephones plus installation, divided by number of years to be leased – Estimated or actual cost from previous 12 months)	=	$ _____	$ _____	$ _____
(6)	Annual Cost for Parking ($0 if included in Base Rent)	=	$ _____	$ _____	$ _____
* (7)	Other Cost to be Paid by Agency Required to Occupy Rent Space (Total cost divided by number of years to be leased)	=	$ _____	$ _____	$ _____
	TOTAL ANNUAL COST:	=	**$ _____**	**$ _____**	**$ _____**
	Effective Cost Per Square Foot:	=	$ _____	$ _____	$ _____

*List other costs: (Include remodeling, taxes, insurance premiums, security cost, cost for special equipment, etc., not included in Base Rent):

1. _____ $_____   4. _____ $_____
2. _____ $_____   5. _____ $_____
3. _____ $_____   6. _____ $_____
    Total Other Cost: $_____ (Divide by # years and enter at #7)

B) For Lease Proposals with Rent Escalation:

(Use total escalations for expenses and/or Base Rent increases as shown on Proposal Form **RPM 2**)

(1) Determine total annual cost for each year of lease per (A)

(2) Add total annual costs for each year of lease.

(3) Divide total cost for all years leased by number of years leased.

(4) Average total annual cost $_____

(Add additional pages as needed for other proposals)