

**THIRD PARTY LEASE REQUEST  
PRELIMINARY QUESTIONNAIRE**

Requestor (Entity Name): \_\_\_\_\_

Entity Type (i.e. non-profit): \_\_\_\_\_

Requestor's Contact Person: \_\_\_\_\_

    Email \_\_\_\_\_

    Phone \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Building Requested: \_\_\_\_\_

**Section I: Overview**

- A. Briefly explain what activities you will be conducting in the proposed leased premises and how it meets your mission as an organization:

**Section II: What Is Being Leased**

- A. *Are you proposing to lease an entire building or a portion of a building? If a portion, please describe the leased premises:*
- B. *If you are leasing only a portion of the leased premises, do you need access to other areas of the building? (i.e. conference rooms, breakrooms, etc.)*

C. *On a daily basis, how many employees do you expect to have onsite? Do you need parking for these employees?*

D. *On a daily basis, how many customer or clients do you expect to have onsite? Do you need parking for these customers?*

E. *What are your hours of operation? Please include days of the week as well as hours.*

### **Section III: Proposed Rent Terms**

A. *How long do you expect to lease the premises? Please state in number of months or years for an Initial Term and any Renewal Terms*

B. *What rent are you proposing to pay?*

C. *Often county buildings have other expenses in addition to rent, including utilities, janitorial, etc. Are you prepared to pay a prorata expense of these additional expenses?*

**Section IV: Condition of Premises**

- A. *Are there any improvements necessary to the proposed leased premises (i.e. changing of locks, etc.)? If so, are you proposing to pay for these expenses or are you expecting the County to make these improvements.*
- B. *Will you require access to the internet for your activities?*
- C. *Will you require access to hard wired phones for your activities?*
- D. *Do you require signage external to the building?*

**Section V: Other**

- A. *Do you intend to sublease to any other entity?*
- B. *In future years do you expect to require more or less space at this building?*

[Please attach any additional information that you feel is relevant to this request and return to [leasing@milwaukeecountywi.gov](mailto:leasing@milwaukeecountywi.gov)]