Instructions: Please type and complete the form and email back to [david\_iii@dgndcommercialgroup.com](mailto:david_iii@dgndcommercialgroup.com).

**Tenant Contact Information**

Name (First & Last):

Email:

Office phone number:

3 References (Name, email, and phone number)

1. Reference 1:
2. Reference 2:
3. Reference 3:

Broker contact information:

**Business Information**

Building use/ industry:

Number of years in business:

**Current Lease**

Rent currently paying, time remaining on lease, lease structure:

Reason for leaving:

**Tenant requirements**

Amount of Space needed (SF):

Type of space needed (officer, shop, and/or storage):

Electrical load requirements:

Clearance/ access requirements:

**Desired** **Lease Term (highlight)**

a.) 5-year lease

b.) 10-year lease

c.) 1 year renewal lease

**Desired Possession Date:**

**Desired Tenant Improvements (with estimated cost)**

1. Improvement #1:
2. Improvement #2:
3. Improvement #3:
4. Improvement #4:
5. Improvement #5:

DGND Commercial Group conducts a standard one month-due diligence of prospective tenants based on the information provided on this intake form and any follow-on conversations to include site visits.

Landlord and Tenant acknowledge that this proposal is not a lease, and that it is intended only as a basis for the preparation of a lease. A Letter of Intent will form the basis of negotiations and shall not be binding upon the parties until a formal lease has been negotiated and executed, and either party shall have the right to terminate negotiations any time prior to lease execution, without liability.