



Date:

Property Management Company:

Name:

See below for New Tenants, Tenant Moves, and Tenant Expansions.

New Tenant	
Building:	
Tenant Name:	
Suite Number:	
Lease ID:	
Commencement Date:	
Expiration Date:	
Exceptions to default rates/lease hours: <i>(if applicable):</i>	
Allowances on HVAC: <i>(if applicable)</i>	
Tenant contact, first name, last name and email: <i>(list as many as you'd like)</i>	

Tenant Moves and Expansions	
Tenant Name:	
Moving or Expanding?	
Current Building and Suite Number:	
New Building and Suite Number:	
Lease ID:	
Commencement Date:	
Expiration Date:	
Exceptions to default rates/lease hours: <i>(if applicable)</i>	
Allowances on HVAC: <i>(if applicable)</i>	