



TIL Report - Required Information

Tenant Financials & Industry

(RE)meter offers an electronic Tenant Credit Application Form “TCA” that can be emailed to tenants.

The TCA form includes key tenant financials and its industry code. Click on the link to download a TCA form. <http://re-meter.com/PDF/TenantCreditApplication.pdf>

1. Send The Tenant Credit Application “TCA” to the lessee
2. Upload the filled out TCA when creating a TIL (Re)port

If the tenant does not provide its industry code you can choose a code as follows:

3. Google Search the companies name and NAICS code or,
4. Search for the NAICS code <http://www.naics.com/search/>,
5. The chosen tenants industry should be the primary business of the company.

Lease Terms

1. Property Address to be Leased
2. Lease Start Date
3. Lease Term # Months
4. Space: Rentable Square Feet (SF)
5. Initial Base Rental Rate \$/SF
6. Month of first base rent increase
7. All Base Rent Step Increases and month of Increase \$/SF or %
8. Free Base Rent (Number Of Months @ \$/SF & SF)
9. Building Tax and Operating \$/SF
10. Tenant Recoverable Expenses \$/SF ; Gross or Net; Base Year
11. Tenant Free Rent Recoverable Expenses (Number Of Months @ \$/SF)
12. Tenant Improvements & Other Landlord Capital Inducements \$/SF
13. Commissions (Landlord And Tenant) \$/SF
14. Security Deposit (if any existing or negotiated)
15. Property Asset Cap Rate