



United States Department of Agriculture

LEASE MARKET SURVEY FORM
FOR EXISTING BUILDING

General Information					
City, State			Date of Survey		
Danville, Hendricks County, Indiana					
Delineated Area Notes (Surrounding area – commercial, industrial, etc.)					
See attached DA MAP with Boundary Narrative for defined delineated Area Place of Performance.					
Attendees					
Agency Information					
Client Agency Name		Required ABOA SF (Range)		Type of Space	
USDA-NRCS		2,405 ABOA Min - 2,525 ABOA Max/ 2,886 NTE RSF		General-Purpose Office and Related Space	
Parking Requirements (if applicable)					
Surface: 5 Reserved/Secured for GOV's and 25 for Employee/ Producer Vehicles			Structured: None		
Go/No-Go Criteria					
<p>The space offered, its location, and its surrounding areas must be compatible with the Governments intended use. The Gov't wishes to lease space in an existing building. New construction will only be considered if it can be delivered by the estimated occupancy date. Space will not be considered where any living quarters are located within the building. Space shall not be located near establishments whose primary operations is the sale of alcoholic beverages, firearms sold/ discharged, or where there are tenants related to drug treatment or detention facilities. Subleases are not acceptable. 1st or ground floor space is preferred, shall be contiguous & continuous within the building, meeting accessibility requirements in the Lease. If Space above the 1st or ground floor is offered, the space shall have at least one (1) elevator meeting accessibility requirements of the Lease. Offered space must meet Government requirements for fire safety, accessibility, seismic, and sustainability standards per the terms of the Lease. The Government will have access to the space 24-hours a day, 7-days a week. Normal hours of operation are Monday through Friday 6:00 AM through 6:00 PM (excluding Saturdays, Sundays, and Federal Holidays). A fully serviced lease is required. Offered space shall not be in the 500-year flood plain.</p>					
Building Information					
Building Name		Total # of Floors	Year Built	Year last renovated. What renovations?	
Building Address		Owner/Agent Name		Email/Phone Number	
What is the asking rental rate? NNN/MG/FS?			What rent concessions are being offered?		
Space Available (note location relative to grade)					
Floor #	SF Available	Floor Load	Ceiling Height	Windows in each bay	Column Spacing
	Indicate rsf or ABOA sf		Floor to Floor: _____ Floor to Ceiling: _____		
	Indicate rsf or ABOA sf		Floor to Floor: _____ Floor to Ceiling: _____		
	Indicate rsf or ABOA sf		Floor to Floor: _____ Floor to Ceiling: _____		
Parking Availability					
Reserved:		General Notes:			
Employee/Customer:					
Loading Dock/Area Notes			Describe On-Site Security Measures		
Drinking Fountain/Restroom Notes			Elevator (Including Freight) information such as # of passengers, dimensions of interior, door opening, and age.		
ABAAS (Handicap Accessibility) Notes					

Property Address:

FIRE PROTECTION AND LIFE SAFETY			
Exit Stairs			
Questions are applicable only where offered space is located above or below the street floor.			
Is there a minimum of two exit stairs (either enclosed or exterior exit stairs) located on each floor where the offered space is located?* <input type="checkbox"/> Yes <input type="checkbox"/> No *If the answer above is "No," this indicates a unacceptable building condition. In order to be eligible for award, the Offeror must submit a written commitment to correct prior to occupancy.			
Is there an interlocking or scissor stair located on the floor(s) where the offered space is located?* <input type="checkbox"/> Yes <input type="checkbox"/> No *If the answer above is "Yes," go to the next question.			
Is there another enclosed or exterior exit stair other than the interlocking or scissor stair located on each floor where the offered space is located?* <input type="checkbox"/> Yes <input type="checkbox"/> No *If the answer above is "No," this indicates a unacceptable building condition. In order to be eligible for award, the Offeror must submit a written commitment to correct prior to occupancy.			
Is there a fire escape located on the floor(s) where the offered space is located?* <input type="checkbox"/> Yes <input type="checkbox"/> No *A fire escape cannot be counted as one of the required minimum of two exit stairs (either enclosed or exterior exit stairs) located on each floor where the offered space is located.			
Automatic Fire Sprinkler System			
Is an automatic fire sprinkler system installed throughout the building? <input type="checkbox"/> Yes <input type="checkbox"/> No Is an automatic fire sprinkler system installed throughout the offered space? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Where offered space is located below grade, is the below grade space protected throughout by an automatic fire sprinkler system?* <input type="checkbox"/> Yes <input type="checkbox"/> No *If the answer above is "No," Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.			
Where offered space is located on the sixth floor or higher, is the building up to the highest Government occupancy protected throughout by an automatic fire sprinkler system?* <input type="checkbox"/> Yes <input type="checkbox"/> No *If the answer above is "No," Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.			
If an automatic sprinkler system is installed in the building, is the automatic fire sprinkler system being maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Fire Alarm System			
Where offered space is located on the third floor or higher, is a fire alarm system installed in the building?* <input type="checkbox"/> Yes <input type="checkbox"/> No *If the answer above is "No," Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.			
If a fire alarm system is installed in the building, is the fire alarm control unit less than 25 years old?* <input type="checkbox"/> Yes <input type="checkbox"/> No *If the answer above is "No," Offeror must submit a written commitment with their offer to correct said deficiency prior to occupancy for the building to be eligible for award.			
If a fire alarm system is installed in the building, does the operation of the fire alarm system automatically notify the local fire department, a remote station or a UL listed central station? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If a fire alarm system is installed in the building, is the fire alarm system maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No			
OBSERVATIONS AND ADDITIONAL NOTES (Completed by Government Personnel)			
Consensus on Capability (Completed by Government Personnel)			
This building located at: _____ It meets or is capable of meeting the RLP standards and agency go/no-go criteria. _____ It does not meet and the owner or owner's representative has confirmed that the owner is not willing to meet or the building is not capable of meeting the RLP standards and/or agency go/no-go criteria for the reason(s) stated below: _____ _____ _____			
Signatures			
_____ LAAB Realty Specialist/Lease Contracting Officer		_____ Date	_____ Agency Representative
		_____ Date	