



LEASE RENEWAL TERM SHEET

Marin Telecommunications Agency & Marin General Services Authority
Marin Nonprofit Resource Center
555 Northgate Drive Suite 230
12/23/15

		<u>Notes</u>
Lease Commencement	3/1/2016	
Term	4 years	
Option to renew	2 years	Lease includes one option to extend lease for an additional 2 years
Annual Rent Increases	3 percent	Each year on the anniversary of lease
Exclusive Space		One (1) Private Offices (PO10), Two (2) Workstations (WS9, W11)
Amenities and Services		<i>Includes shared space & equipment:</i> fully furnished workstations; phones/phone system; copier/scanner/fax; conference rooms with A/V equipment; kitchens; lobby; janitorial; parking
		<i>Optional fee for service amenities:</i> copy machine
Monthly Base Rent		
	\$ 618.00	One (1) private office
	\$ 412.00	One (1) exterior windowed workstation
	\$ 309.00	One (1) interior workstation
	\$ 1,339.00	See operating expense adjustment below
Monthly Internet	\$ 150.00	
Total Occupancy Cost	\$ 1,489.00	
Rent Due Date		Payments due 1st of each month
Security Deposit	\$1,339.00	Due prior to lease commencement
Insurance Certificate		Required prior to occupancy

NOTE: This proposal is not binding on either of the parties. Only the fully executed lease can contain the agreement.