

LEASING ACTIVITY FORM

Name _____ Start Date _____

TENANT BROKER		
Broker's Name:		
Company Name:		
Address:		
City:	State:	Zip
Phone:	Email:	
Our relationship with the tenant broker <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> None		
PROSPECTIVE TENANT		
<input type="checkbox"/> Broker Deal <input type="checkbox"/> Direct Deal/No Broker <input type="checkbox"/> Existing Tenant		
Company:		
Address:		
City:	State:	Zip
Contact Name		
Phone	Email	

SUBJECT PROPERTY & SPACE	
LEAD SOURCE	
<input type="checkbox"/> The Sign	<input type="checkbox"/> CoStar
<input type="checkbox"/> Email Blast	<input type="checkbox"/> Advertising
<input type="checkbox"/> Other	
INFORMATION REQUESTED	
<input type="checkbox"/> Availability	
<input type="checkbox"/> Rent	
<input type="checkbox"/> Brochure	<input type="checkbox"/> Floor Plan
<input type="checkbox"/> Work Letter	<input type="checkbox"/> Website
<input type="checkbox"/> Sample Lease	

REQUIREMENT NOTES	
Search Area:	Type Move: <input type="checkbox"/> Relocations <input type="checkbox"/> Expansion <input type="checkbox"/> Reduction
Initial Size: Expansion Needs:	Types Operation: <input type="checkbox"/> HQ <input type="checkbox"/> Sales <input type="checkbox"/> Back Office <input type="checkbox"/> Other
# of Employees: Parking Requirements:	Reason for Moving:
Timing <input type="checkbox"/> 30 <input type="checkbox"/> 60 <input type="checkbox"/> 90 Other _____	Special Needs:
Additional Notes:	

SALES STAGES & REASONS WHY NOT!	
1. Initial Search & Call (20-40) and Date	Information Discussed
2. Broker Survey/ Long List (15-25) <input type="checkbox"/> Yes Date _____ <input type="checkbox"/> No and why! _____	4. Letter of Intent/RFP? <input type="checkbox"/> Yes Date _____ <input type="checkbox"/> No and why! _____
3. Property Tour/ Short List (2-7) <input type="checkbox"/> Yes Date _____ <input type="checkbox"/> No and why! _____	5. Finalist? Negotiating Beginning (2-3) <input type="checkbox"/> Yes Date _____ <input type="checkbox"/> No and why! _____

