

<h1>Letting Control Sheet</h1>							
SECTION 1 - AGREEMENT INFORMATION							
Agreement Type:		<input type="checkbox"/> Letting	<input type="checkbox"/> License	<input type="checkbox"/> Service Agreement			
Type of Contract:		<input type="checkbox"/> New	<input type="checkbox"/> Amendment (# _____)	<input type="checkbox"/> Assignment			
		<input type="checkbox"/> Renewal	<input type="checkbox"/> Overhold	<input type="checkbox"/> Renewal Option Exercised			
Term Type:		<input type="checkbox"/> Term Certain	<input type="checkbox"/> Month to Month	<input type="checkbox"/> Termination			
SECTION 2 - TENANT & SPACE INFORMATION							
WinFIS Agreement #:		Letting Agreement #:		Customer (SIGMA) #:		Lease Cost Center:	
Previous WinFIS # (if applicable):		Tenant #:	Tenant Name:			Real Property Unit:	
Building Name:			Operating As:				
Building Address:			Tenant Contact Information				
			Name:				
			Phone:				
Rent Information							
Occupancy Date (yyyy/mm/dd):			Email:				
Commercial Ops Review Date (yyyy/mm/dd):			Fax:				
Not Linked to Space Reason			Billing Mailing Address:				
<div><input type="checkbox"/> Space Covered by Another OI Covering OI: _____</div> <div><input type="checkbox"/> Phone Booth<div><input type="checkbox"/> Telecommunication<div><input type="checkbox"/> Kiosk</div></div></div> <div><input type="checkbox"/> Automated Teller Machine<div><input type="checkbox"/> Vending Machine<div><input type="checkbox"/> Drop Box</div></div></div> <div><input type="checkbox"/> Other Reason:</div>							
Description of Type of Space (Actual Use) / Comments:							
Term of Agreement				Type of Space (Actual Use)			
Start Date (yyyy/mm/dd):		End Date(yyyy/mm/dd):		<div><input type="checkbox"/> Office<div><input type="checkbox"/> Cultural/Heritage<div><input type="checkbox"/> Parking</div></div></div> <div><input type="checkbox"/> Retail<div><input type="checkbox"/> Daycare<div><input type="checkbox"/> Warehouse</div></div></div> <div><input type="checkbox"/> Inside Storage<div><input type="checkbox"/> Fitness Centre<div><input type="checkbox"/> Land</div></div></div> <div><input type="checkbox"/> Kiosk/Public<div><input type="checkbox"/> Inside Telecom<div><input type="checkbox"/> Outside Telecom</div></div></div> <div><input type="checkbox"/> Food Processing Facilities<div><input type="checkbox"/> Recreation/Health</div></div>			
Renewal Options							
Start Date (yyyy/mm/dd):		End Date (yyyy/mm/dd):					
1)							
2)							
3)							
Original Rent							
Floor:	Location Code:	Rentable Space (m ²):	Rent Rate:	Monthly Rent:	Annual Base Rent:	Start Date (yyyy/mm/dd):	End Date (yyyy/mm/dd):
Step-Ups							
Floor:	Location Code:	Rentable Space (m ²):	Rent Rate:	Monthly Rent:	Annual Base Rent:	Steps Start Date (yyyy/mm/dd):	Steps End Date (yyyy/mm/dd):
Escalation Note:							
Clauses							
<input type="checkbox"/> Option to Expand		<input type="checkbox"/> Relocation Clause		<input type="checkbox"/> Parking			
<input type="checkbox"/> Option to Terminate		<input type="checkbox"/> Percentage Rent		<input type="checkbox"/> Additional Special Clauses			
<input type="checkbox"/> First Right of Refusal		<input type="checkbox"/> Exclusivity		<input type="checkbox"/> Service (official languages)			
<input type="checkbox"/> Use Clause		<input type="checkbox"/> Restrictive Covenants		<input type="checkbox"/> Signage (official languages)			
Comments (specify clause):							

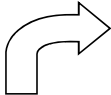

SECTION 3 - ADDITIONAL INFORMATION

Services Paid By:				O&M/Utilities/Realty Taxes Comments
	Landlord Direct	Tenant to Landlord	Tenant Direct	
Operating Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Realty Taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

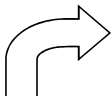

Realty Taxes Information (Type = "Taxes" in WinFIS) ☐ N/A

Rentable m ² :	Base year amt. in Effect From: _____ To: _____	
Escalatable?	<input type="checkbox"/> NO	Basic Operating Amount (Annual) \$ _____
	<input type="checkbox"/> YES	Basic Operating Amount \$ _____ Base Year: _____ PWGSC Share 100%

Utilities (Type = "O&M", O&M Type = "Utilities" in WinFIS) ☐ N/A

Rentable m ² :	Base year amt. in Effect From: _____ To: _____			
Escalatable?  If Yes, Choose One 	<input type="checkbox"/> NO → Basic Amount (annual) \$ _____			
	<input type="checkbox"/> YES → <input type="checkbox"/> Escalation Based on CPI Over Base Year: <input type="checkbox"/> CPI: Canada New or <input type="checkbox"/> Other CPI: (identify) _____			
	Base Month and Year:	Basic Operating Amount \$ _____ per m ²	Anniversary Date	Subsequent years
	<input type="checkbox"/> YES → <input type="checkbox"/> Escalation Based on Actual Annual Operating Cost (full net)			
	Base Year: _____ From: _____ To: _____ Amount \$ _____			

Operating Costs / Common Area Maintenance (Type = "O&M", O&M Type = "General" in WinFIS) ☐ N/A

Rentable m ² :	Base year amt. in Effect From: _____ To: _____			
Escalatable?  If Yes, Choose One 	<input type="checkbox"/> NO → Basic Amount (annual) \$ _____			
	<input type="checkbox"/> YES → <input type="checkbox"/> Escalation Based on CPI Over Base Year: <input type="checkbox"/> CPI: Canada New or <input type="checkbox"/> Other CPI: (identify) _____			
	Base Month and Year:	Basic Operating Amount \$ _____ per m ²	Anniversary Date	Subsequent years
	<input type="checkbox"/> YES → <input type="checkbox"/> Escalation Based on Actual Annual Operating Cost (full net)			
	Base Year: _____ From: _____ To: _____ Amount \$ _____			

Percentage Rent Due	<input type="checkbox"/> Yes <input type="checkbox"/> No	Calculation of Percentage Rent	Type of Product	Commencement Date (yyyy/mm/dd)
<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other: _____ (Sales Figures Due by the _____ of the following month.)		(_____) % Gross Sales Over \$ _____		
		(_____) % Gross Sales Over \$ _____		
		(_____) % Gross Sales Over \$ _____		
		(_____) % Gross Sales Over \$ _____		
		(_____) % Gross Sales Over \$ _____		
		(_____) % Gross Sales Over \$ _____		
		(_____) % Gross Sales Over \$ _____		

Annual Estimated Percentage Rent Forecast: \$ _____

SECTION 4 - APPROVALS AND COMMENTS

Prepared By:	Signature:	Date (yyyy/mm/dd):
Authorized By:	Signature:	Date (yyyy/mm/dd):
Authorized By:	Signature:	Date (yyyy/mm/dd):
Approved By:	Signature:	Date (yyyy/mm/dd):
Actioned in WinFIS By:	Signature:	Date (yyyy/mm/dd):

General Comments:

Reviewed By (PWGSC):	Signature:	Date (yyyy/mm/dd):
----------------------	------------	--------------------