



**TAX COMMISSION OF THE CITY OF NEW YORK**  
**1 Centre Street, Room 2400, New York, NY 10007**

**TC301**  
**2018/19**

**COMMERCIAL LEASE SCHEDULE FOR RENT PRODUCING PROPERTY**

SEE INSTRUCTIONS ON BACK BEFORE COMPLETING FORM. THIS SCHEDULE MAY BE COMPLETED FOR PROPERTY WITH ANY COMMERCIAL LEASES.

LEASES AS OF _____ / _____ / _____												
	1 Tenant's Name	2 Floor # or Range	3 Full or Partial	4 Gross Square Feet	5 Primary Use	6 Base Year of lease	7 Lease Term (# of years)	8 Current Rent (\$ per year)	9 Electricity (\$ per year)	10 Pass Through Charges	11 Next Escalation Date	12 New Rent (\$ per year)
a												
b												
c												
d												
e												
f												
g												
h												
i												
j												
k												
l												
m												
n												
	<b>Total</b>											

**Attach additional pages as needed and continue lettering the rows alphabetically (after letter z, continue with aa, ab, ac, etc.)**

## TC301 Commercial Lease Schedule Instructions in 2018/19

Instructions: You are encouraged to use this schedule to provide information about commercial leases in place as of January 5, 2018 or later. The Tax Commission has access to RPIE2016 information filed with the Department of Finance in 2017. When the Tax Commission requests lease information at or after a hearing, use this form. Information provided must be complete and comprehensive, not selective or biased. Information must be provided about leases irrespective of whether lease terms can be seen to boost or reduce the property's value.

Column 1 **Tenant Name:** Provide the name of the tenant.

Column 2 **Floor Numbers or Range:** List all floors that have rentable commercial space. List all full floors for each particular tenant on one line and all partial floors for the same tenant on a separate line. For example, if a tenant leases full floors 1, 2, 3 and 5 and also leases half of floor 4, indicate all the full floors on one line (1-3, 5) and the partial lease of floor 4 on a separate line.

Column 3 **Full or Partial:** For each floor number, write Full or Partial to indicate whether the floor is fully or partially rented to that tenant. You may abbreviate Full as "F" and Partial as "P".

Column 4 **Gross Square Footage:** Specify the gross area in square feet for all of the floors listed in that row in Column 2. State approximate gross floor area to the best of your knowledge and ability. The measurement should be from exterior wall to exterior wall for each floor.

Column 5 **Primary Use:** Describe the primary use for the gross square footage listed in Column 4. The primary use of all commercial, rentable space must be described, including space that is owner-occupied or vacant. Include garage and mechanical space.

NOTE: Complete Columns 6-12 once for each tenant. If you have used one line for full floors and another for partial floors, put all of the lease information for a particular tenant on the first line that you completed for that tenant.

Column 6 **Base year of lease:** Indicate the starting month and year of the lease.

Column 7 **Lease Term:** List the number of years of the lease, from start date to expiration.

Column 8 **Current Rent:** Provide the annual income for the lease. Enter the amount of the tenant's annual rent as of January 5, 2018 (or another later date specified). If free rent is a condition of this lease, amortize the cost of this free rent period through the life of the lease, and enter the adjusted annual income.

Column 9 **Electricity:** If the tenant pays the electricity in addition to the annual rent to the owner/applicant, enter this yearly amount.

Column 10 **Pass-Through Charges:** Enter the total amount of the additional charges that the tenant pays, other than the annual rent and electricity costs. For example, operating escalation charges.

Column 11 **Next Escalation Date:** Enter the month and year of the next contractual rent escalation.

Column 12 **New Rent:** Enter the new annual rent as per the next rent escalation.