



PROPOSAL KIT SAMPLE

Commercial Property Rental Sample Proposal

Scroll down to read the first part of this sample. When purchased, the complete sample is 11 pages long and is written using these Proposal Pack chapters:

Cover Letter, Title Page, Table of Contents, Executive Summary, Floor Plan, Remodeling, Maintenance, Utilities, Leasing, Rentals, Back Page

This sample was created using **Proposal Pack Skyline #4**. In the retail Proposal Pack you get the entire collection of samples (including this one) plus thousands of editable templates for creating an unlimited variety of custom proposals and other business documents.

[Click here to purchase Proposal Pack Skyline #4](#)

The sample below **does not** include all of the sample's content. The complete version is included in every retail Proposal Pack product and must be purchased to see the rest of the content and to get the editable Word format version.

Read this article for more help - [How to Write a Real Estate or Property Business Proposal](#)

MaryLou Busbee
General Manager
Florida Secure Credit Union
4200 Marine View Drive
Miami, FL 33126

Dear Ms. Busbee,

It has come to our attention that Florida Secure Credit Union is seeking a location for a new Miami branch, and we believe that we have the perfect building for you.

At Cmax Commercial Real Estate, we take pride in knowing our clients and matching businesses with facilities that will efficiently serve both their present and future needs. As fellow Floridians, we are well acquainted with your company, and we understand the type of facilities a mid-size credit union requires.

Did you know that the Wendova Building at 1400 Marine Circle has recently become available for lease? It's easy-to-access location is desirable for a high-traffic business such as yours, and its interior can easily be remodeled to accommodate the waiting areas, teller counters, and offices that your credit union would require. In fact, we believe that you will find most of the interior will meet your needs as is, reducing the cost of remodeling before moving in.

You can find more information about the Wendova Building in the following pages.

We strongly believe our proposal has been thoroughly outlined and will meet or exceed all of your expectations and requirements. This building is highly desirable for many mid-size businesses and will rent quickly, so we will call you within a few days to schedule a walk-through and answer any questions you may have. Thank you for your consideration and for putting your trust in Cmax Commercial Real Estate.

Sincerely,

Byron Steele
Executive Sales Consultant
Cmax Commercial Real Estate
305-555-5556
b.steele@cmaxre.com
www.cmaxre.com



PROPOSAL

Lease of Wendova Building to Florida Secure Credit Union (FSCU)

Prepared for: MaryLou Busbee
General Manager

Prepared by: Byron Steele
Executive Sales Consultant



TABLE OF CONTENTS

Executive Summary	2
Utilities.....	4
Floor Plan.....	5
Maintenance.....	6
Remodeling	7
Rentals.....	8
Leasing	9





EXECUTIVE SUMMARY

Cmax Commercial Real Estate manages multiple properties in the Miami area. We pride ourselves on knowing the companies operating in our neighborhoods and are eager to meet their needs. We believe that the Wendova Building is perfect for the new Florida Secure Credit Union branch office.

The Wendova Building is perfect for the new Florida Secure Credit Union branch office.

The Objective...

Florida Secure Credit Union desires a long-term lease on a building in Miami for their new branch office.

- A high-traffic location with easy access for customers.
- A building that can accommodate multiple offices, a large lobby and waiting area, teller counters, secure vault facility, and two drive-up teller windows.
- Parking for at least 20 cars.

The Opportunity...

The Wendova Building, which has most recently housed a large drug and health supplement retail company, has become available for lease, and has many features that match the needs of the credit union. In fact, the tenant prior to the drug company was a small bank.

- The Wendova Building is ideally situated at the corner of Ash and Broadmore Avenues, with easy access from both these busy streets, and close to a major shopping mall and commercial strip.
- The Wendova Building contains 1420 square feet of interior space that can be easily remodeled for Florida Secure Credit Union's use. At the rear of the building are two drive-up facilities, originally installed by the small bank that built the Wendova Building. Only one drive-up window was utilized by the most recent tenant for prescription deliveries, but both drive-up facilities can be easily renovated for credit union transactions.
- The parking lot that accompanies the Wendova Building contains spaces for 20 compact vehicles, eight oversized vehicles, and two handicapped parking spaces.



The Solution...

Cmax Commercial Real Estate will facilitate Florida Secure Credit Union's lease of the Wendova Building, and can assist in arranging for appropriate remodeling services.

- Florida Secure Credit Union should tour the Wendova Building as soon as possible to verify that it meets all the needs for the credit union's new branch office.
- Florida Secure Credit Union should enter into a long-term agreement with Cmax Commercial Real Estate to lease the Wendova Building. Leases of up to 20 years are currently available.
- After securing a long-term lease, Florida Secure Credit Union should remodel the Wendova Building to meet all its requirements for the new branch office.

Summary

Cmax Commercial Real Estate is pleased to make this offer to Florida Secure Credit Union, and Cmax Commercial Real Estate is ready to assist the leasing and remodel processes in any way we can.





The Wendova Building has been occupied by clients since its construction in 1978. Its HVAC and electrical systems have been updated several times.

■ **Electricity**

The building contains a forced air furnace that is rarely used most of the year. Most electrical usage is for air conditioning, lighting, and computer usage. Electrical bills for the last year ranged from a low of \$590 in March to \$1530 in August.

■ **Water**

Bills for water during the last year varied little from month to month, averaging \$425 per month.

■ **Sewage**

The Wendova Building pays the standard rate for a footprint building of its size with two bathrooms: \$1252 per month.

■ **Telephone/Cable**

The Wendova Building is wired for telephone and high-speed cable services. Cell phone coverage is extensive both inside and out of the building.

Summary

We believe you'll find that the utility systems currently available in the Wendova Building can efficiently meet your needs.





FLOOR PLAN

The Wendova Building is a large rectangle that can be easily remodeled to suit your needs. Walls can be added, relocated, or removed to create offices and waiting areas as needed. Electrical outlets in exterior walls, floors, and ceilings are abundant.

The bathrooms and small kitchen in the northeast corner of the building have extensive plumbing fixtures that would be desirable to leave in place, and the HVAC system is contained in a large utility closet in that corner as well.

As the exterior walls are thick concrete and the northwest corner is windowless, a vault could be constructed there.

You can review the current floor plan and see photos on our website:

www.cmaxre.com/WendovaBldg



The rest of this sample is included in the retail Proposal Packs and Proposal Kit Professional bundle. Purchase any Proposal Pack in the design theme of your choice and you will have everything you need.

How do I customize or create my own version of this sample?

Using the included Proposal Pack Wizard is the best way to make customized versions of the samples. Using the Wizard and any Proposal Pack you can recreate any of the samples in the visual design theme you purchased as well as branding it with your own logo and design.

- 1) After purchasing, downloading, and installing your Proposal Pack and Wizard software add a new project in the Wizard.
- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
- 4) Customize the chapter list as needed to suit your situation. You can add additional chapters from the library of 2000+ topics, reorder chapters, remove chapters.
- 5) When you save your project, the Wizard will build you a custom version of this sample in the visual design theme Proposal Pack you purchased applying all your customizations (logos, font types, color schemes, contact information, etc.).
- 6) Open and edit the Word document to complete your work.

This sample is included in the [Proposal Kit Professional](#) and [Proposal Pack](#) products.

This sample has been truncated to only show the first few pages. The complete version of this sample including an editable Word version is included with all Proposal Kit Professional and Proposal Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

