

BUILDING CONSULTATION SHEET

I. GENERAL

PROJECT TITLE		
COUNTRY	TOWN	
PROJECT TYPE:	CURRENT USE	NEW PROJECT
	Rent	Usufruct

II. GROSS AREA M²

A. OFFICE BUILDINGS	CURRENT SITUATION	NEW PROJECT	DIFFERENCE
Above ground - offices			0
Above ground - other specific areas (conference rooms, computer rooms, test rooms, laboratories...)			0
Info-Points (Representation Offices)			0
Under ground (excluding parking areas)			0
Underground parking areas			0
TOTAL AREA	0	0	0
Number of parking spaces Under ground			0
Outside			0
Number of occupants			0
Above-ground area per person (M²/P)	#DIV/0!	#DIV/0!	#DIV/0!
B. OTHER TYPES OF BUILDINGS	--		
Above ground			0
Under ground			0
TOTAL AREA	0	0	0
Number of parking spaces Under ground			0
Outside			0

III. CONTRACT TERMS

CURRENT AREA	
Contract start date	
Contract end date	
Early exit	Period of notice (months)
Penalties	Not applicable

NEW PROJECT	
Proposed contract signature date	
Proposed contract entry into force date	
Proposed occupancy date	
Contract end date	
In the event of purchase/construction, specify the last year of refund or payment	
Early exit	Possibility of early exit? No
	Period of notice (months)
	Penalties Yes
Early repayment of the purchase cost (indicated in the contract)	No
Early repayment for specific alterations (indicated in the contract)	Yes
Purchase option?	No
Survey/Valuation carried out?	Yes
Type of market prospecting carried out?	
Prospecting and negotiating methodology employed (Bxl/Lux)?	No
Opinion of the Real Estate Committee (Bxl/Lux)	Favourable with comments
Opinion of the Real Estate Committee (EEAS)	Not applicable
Is this a 'Maison d'Europe' (Representation Offices)?	No

IV. EXPENDITURE (€)

CURRENT SITUATION	NEW PROJECT	DIFFERENCE
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Payment methods for the new project

regular intervals

IV.1. Annual rent/fee (excluding alterations)

Cost per m² of above-ground offices
Cost per m² of other specific areas
Cost per m² of Info-Points (Representation Offices)
Cost per m² of above-ground areas for other types of buildings
Cost per m² of underground areas
Cost per parking space

under ground
outside

TOTAL ANNUAL COST

Number of annual instalments
Timing of payments
Payment deadlines
Indexing
% annual indexing (fixed rate)

0	0	0
	Monthly	
	early	
	No	

IV.2. Specific alterations (annual repayment)

Included in the rent/fee?
Cost per m² of above-ground offices
Cost per m² of other specific areas
Cost per m² of Representation Offices
Cost per m² of Info-Points (Representation Offices)

OVERALL COST

Number of repayment years
Annual repayment

	Yes	
	0	
		0
ANNUAL SUB-TOTAL	0	0

IV. 3. Other significant annual expenditure

Security guards
Maintenance costs, charges, etc.

		0
		0
TOTAL ANNUAL EXPENDITURE	0	0

IV. 4. Specific expenditure

Specific alterations (single payment)
Security equipment and facilities
Furniture
Removals
Rehabilitation of existing areas
Exit penalties for existing areas
Other (solicitor's fees, registration fees, etc.)

	0	
TOTAL SPECIFIC EXPENDITURE		

IV. 5. Other acquisition/construction data

Price of purchase, if applicable
In the event of construction

Cost
Fees
TOTAL COST
% fees / cost

	0	
	#DIV/0!	

Financing interest rate (estimated or final)

IV. 6. Trends in expenditure (commitments) in €

Year (please specify)	2012	2013	2014	2015 et seq.
Rent/fee (excluding alterations)				
Alterations				
Other recurrent expenditure				
Specific expenditure				
TOTAL FOR YEAR	0	0	0	0
Amount on line (please specify)				
XX...				
26...				
ex-BA				

COMMENTS

Indicate any specific details that are not mentioned elsewhere in the sheet but should be taken into account by DG BUDG (EMAS impact, owner discounts, etc.). These details must be outlined in the building procedure note.

