**Rent-Offset Request Pre-Construction: Today’s Date:** *Click here to enter a date.*

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| **Lessee Name:** | *Click here to enter text.* |
| **Lease Number:** | *Click here to enter text.* |
| **Building Number/Address:** | *Click here to enter text.* |
| **Contact Information (POC, E-mail, Phone)** | *Click here to enter text.* |

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| **Description of proposed task/improvement, etc.: Description of work to be done; Detail costs and identify any subcontractors or other entities; Identify the location at which the work is expected to take place.** |
| *Click here to enter text.* |

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| **Analysis of why these tasks/improvements are not routine maintenance, routine repairs/replacement, and why the structure/equipment qualifies for Rent-Offset. SPECIFIC SECTIONS of the CONTRACT must be cited.** |
| *Click here to enter text.* |

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| **Proposed Work Dates** | | | |
| **Work to begin on:** | *Click here to enter a date.* | **Work to be completed by:** | *Click here to enter a date.* |

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| **#** | **Important Questions** | ***Yes*** | ***No*** |
| **1** | Are negotiations complete and the work contract or agreement already established? |  |  |
| **2** | Is this a short-notice urgent need for work, the need emerged with <30 days to desired start? |  |  |
| **3** | Does this work qualify for a manufacturer warranty claim? |  |  |
| **4** | Does this work qualify for an insurance claim? |  |  |
| **5** | Will this work result in any increase in capacity or potential for additional revenue? |  |  |
| **6** | Have you provided NPS cost estimates, drawings, plans, specifications, or related materials for review? |  |  |
| **7** | Will this work result in a new service or capacity different from anything previously available? |  |  |
| **8** | Will the work disrupt current use of the property as anticipated under the Lease? |  |  |
| **9** | City or State Agency/Dept. (DEP, DEC, DNR, etc.) Permit, Inspection, or Notification required? |  |  |
| **10** | Will the work be limited to the land assignment authorized in the Lease? |  |  |
| **11** | Will the work proposed result in ground disturbance? |  |  |

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| **Additional Commentary/Questions for NPS, and notes for questions answered *Yes Above*** |
| *Click here to enter text.* |

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| Submitted by (Signature): |  |
| Submitted by (Title): |  |

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| **#** | **GATE BMD Rent Offset Approval/Disapproval** | ***Yes*** | | ***No*** | |
| **1** | Is project is approved for rent offset?  (subject to proof of payment and reconciliation requirements) |  | |  | |
| **#** | **Compliance is Complete (if required)** | ***Yes*** | ***PEPC #*** | ***No*** | ***N/A*** |
| **2** | Are all required reviews complete? (PEPC, NEPA, NHPA, 106, etc.) |  | *#* |  |  |
| **3** | Date Approved: | *Click here to enter a date.* | | | |
| **4** | Approved by (Signature): | *Click here to enter text.* | | | |
| **5** | Approved by (Title): | *Click here to enter text.* | | | |