



**PROPERTY USAGE**

|  |               |  |   |
|--|---------------|--|---|
| NAME OF HOLDER OF POSSESSORY INTEREST  |               | MAILING ADDRESS  |   |
| LOCATION/DESCRIPTION OF SUBJECT PROPERTY   |               | DATE OF TRANSACTION IN WHICH A TAXABLE POSSESSORY INTEREST WAS ACQUIRED        |   |
| TYPE OF TRANSACTION <i>(check one)</i><br><input type="checkbox"/> CREATION <input type="checkbox"/> RENEWAL <input type="checkbox"/> SUBLEASE <input type="checkbox"/> ASSIGNMENT |               | AMOUNT AND TYPE OF CONSIDERATION <i>(i.e. gross, full service, NNN, other)</i> |   |
| TERM OF POSSESSORY INTEREST <i>(including renewal or extension options)</i>  |               | AGENCY PAID EXPENSES <i>(if any, enter dollar amount)</i>                      |   |
| <input type="checkbox"/> SUBLEASE  | ORIGINAL TERM | REMAINING TERM   | CONSIDERATION PAID FOR MASTER LEASE     |
| <input type="checkbox"/> ASSIGNMENTS   | ORIGINAL TERM | REMAINING TERM   | CONSIDERATION PAID FOR UNDERLYING LEASE |

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THIS IS A  
SAMPLE!  
DO NOT  
USE!

**CERTIFICATION**

*I certify (or declare) that I have examined this report, including accompanying schedules, statements or other attachments, and to the best of my knowledge and belief it is true, correct, and complete and covers any property required to be reported by the agency named in the statement. If prepared by a duly authorized person other than an agency official, the certification declaration is based on all the information of which the preparer has knowledge.*

|  |                                 |
|--|---------------------------------|
| SIGNATURE OF AGENCY REPRESENTATIVE/PREPARER<br>▶ | DATE                            |
| NAME OF AGENCY REPRESENTATIVE                    | TITLE                           |
| NAME OF PREPARER                                 | TITLE                           |
| PREPARER'S EMAIL ADDRESS                         | DAYTIME TELEPHONE NUMBER<br>( ) |

**THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION**

