

SUBMISSION TEMPLATE

MAN - 7 GREEN LEASE

Project Name: _____

Project Number: GS- _____

Points available: **1.5**

Points claimed: _____

Criteria	Points available	Points claimed
Green Lease Agreement	1	_____
Performance Agreement	0.5	_____

Green Lease

Points available: 1.5

I confirm that _____ **[insert name of tenant]** has signed a
 _____ **[insert Memorandum of Agreement/Mutual
 Disclosure Agreement / Performance Agreement]** lease with
 _____ **[insert name of building owner/landlord]** that
 demonstrates the tenant is committed to on-going performance that requires the tenant to
 participate in the following green environmental initiatives while occupying the space:-

- ☐ Electrical monitoring and reporting (minimum quarterly) and submission of an energy management plan at the beginning of each year to the Landlord
- ☐ Water monitoring and reporting (minimum quarterly) and submission of a water management plan at the beginning of each year;
- ☐ Waste monitoring and reporting (minimum quarterly and submission of a waste management plan at the beginning of each year;
- ☐ The preparation of a procurement policy at the beginning of each year regarding the use of environmentally friendly consumables (cleaning products, toilet products, paper and plastic consumable products.

- The lease agreement was signed on _____ [insert date]
- The lease commencement date is _____ [insert date]
- The lease expiry date is _____ [insert date]

Supporting Attachments:

1. Attach extracts from **the signed agreements** OR **signed confirmation by the tenant** that addresses the above criteria.

Discussion: Insert any issues you would like to highlight and clarify to the Assessment Panel.

Author Details:

[Name]

[Position]

[Contact Details]

[Date]