

SUBMISSION TEMPLATE

MAN – 5 GREEN LEASING

1. Leasing		YES	NO
A	Does a leasing arrangement exist in the building?		
B	Do the areas under lease agreement make up more than 30% of the GLA?		

If answered 'NO' to either one of the above questions, this credit is deemed 'not applicable'

2. Building Owner/Tenancy Fit out and alternations		YES	NO
A	Is there a signed agreement between building owner and tenant regarding tenancy fit-out design and construction?		

If YES, complete summary table below:-

	Total tenanted GLA covered by signed agreement (s)		
	0% - 29%	30% - 59%	above 60%
Performance Agreement			
Mutual Disclosure Agreement			
Memorandum of Agreement			

Attachments:

- Attach schedule of signed agreements between building owner and tenant(s) confirmed correct by the building owner
- Attach extracts from signed agreements that address the credit requirements

Item	Document Title	Description

Please confirm that all items below are covered in all typical lease agreements signed:	Y/N	Page Number
Specification of energy efficient lighting and appliances, and agreement on a targeted energy consumption level for the space. Reporting on how these areas are achieved within the fit-out must be provided to the landlord;		
Specification of water efficient fixtures and fittings (where applicable), and agreement on a targeted consumption level for the space. Reporting		

on how these areas are achieved within the fit-out must be provided to the landlord;		
Waste reduction/recycling requirements during fit-out construction, a waste management plan to be provided to the landlord including recycling targets and reporting* on these targets to the landlord;		
Sustainability considerations for materials specified. Reporting* on how these areas are achieved within the fit-out must be provided to the landlord;		

3. Management and Operations		YES	NO
A	Is there a signed agreement between building owner and tenant regarding management and operation of occupied rented space in compliance with the Green Star SA EBP checklist?		

If YES, complete summary table below:-

	Total tenanted GLA covered by signed agreement (s)		
	0% - 29%	30% - 59%	above 60%
Performance Agreement			
Mutual Disclosure Agreement			
Memorandum of Agreement			

Attachments:

- Attach schedule of signed agreements between building owner and tenant(s) confirmed correct by the building owner.
- Attach extracts from signed agreements that address the credit requirements

Item	Document Title	Description

Please confirm that all items below are covered in all typical lease agreements signed:	Y/N	Page Number
1. Electrical energy monitoring & reporting (minimum quarterly) and have submitted an energy management plan at the beginning of each year to the landlord;		
2. Water monitoring & reporting* (minimum quarterly) and have submitted a water management plan at the beginning of each year;		
3. Waste reduction/recycling monitoring & reporting (minimum quarterly) and have submitted a waste management plan at the beginning of each year;		
4. The preparation of a procurement policy at the beginning of each year regarding the use of environmentally friendly consumables (cleaning products, toiletry products, paper and plastic consumable products).		
5. The building owner is required to report back to the tenants on the buildings performance relating to energy, water, waste and procurement policies on an annual basis.		

Other Required Attachments:

- a. Attach a schedule listing all rentable spaces (m²), current tenants and green leases in place.

Item	Document Title	Description

Statement of Authenticity

I, _____, hereby declare that the values/information listed in this submission template are indeed the true values of the applicant building, and additionally, that evidence either proving or rationalising said values can be supplied within 14 days of notification by either GBCSA, or any GBCSA approved third party.

DATE: _____

NAME: _____

SIGNATURE: _____