



**Green Leasing
Due Diligence Scorecard**

	Site 1	Site 2	Site 3
Existing Green Ratings			
<p><i>Costar - the leading commercial listing database - allows brokers to track whether certain buildings have attained either a LEED or ENERGY STAR certification. Green minded tenants will find that these buildings are more likely to possess the building systems and management practices they desire. For example, it is reported that ENERGY STAR buildings use on average 35% less electricity than typical buildings.</i></p> <p>Is the building or will it be LEED certified? (Platinum , Gold , or Silver)</p> <p>Is the building or will it be ENERGY STAR certified with a score higher than 75.</p>			
Existing Green Rating Score			
Transportation			
<p><i>Automobile use is the single largest source of greenhouse gas emissions in California. By selecting office space that is conveniently located to public transportation as well as providing alternative transportation options - your Company can reduce the impacts and costs associated with employee commutes.</i></p> <p>Is the building either a 1/4 mile from or shuttle linked to a light rail, subway or bus line?</p> <p>Does or will the building have secure bike storage available to tenants and employees?</p> <p>Does or will the building provide showers, change facilities and lockers for cyclists?</p> <p>Does or will the facility provide special charging stations for alternatively fueled cars?</p>			
Transportation Score			
Energy Use			
<p><i>Energy use by commercial buildings represents a significant source of greenhouse gas emissions in the State of California. Utility bills also represent 30% of a total buildings budget and are the single largest operating cost. By selecting energy efficient building systems and controls your Company can significantly reduce emissions and utility costs by as much as 50%.</i></p> <p>Does or will the building use ENERGY STAR products?</p> <p>Have the buildings HVAC systems been recently commissioned and serviced?</p> <p>Are the tenants spaces separately metered?</p> <p>Does or will the landlord provide the ability to purchase renewable energy?</p> <p>Does or will the landlord monitor and report base building energy use?</p>			
Energy Use Score			
Water Use			
<p><i>California is facing substantial water shortages - at the current rate the States demand for water will increase by 40% over the next 25 years. Enacting water efficiency measures in the office demonstrates environmental leadership as well as saves money in operating costs.</i></p> <p>Is the building fitted with water efficient fixtures (toilets and sinks)?</p> <p>Does the buildings landscaping consist primarily of native climate tolerant plants?</p>			



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Does the building utilize high efficient irrigation technologies?			
Are there rain collection systems, or gray water systems in place?			
Water Use Score			
Recycling			
<i>Waste recycling results in reduced landfill disposal costs as well as promotes sustainability. These are direct benefits to your Company.</i>			
Does the landlord have an active waste reduction policy for reducing the buildings waste?			
Does the landlord conduct waste stream audits?			
Does the landlord monitor and report performance issues?			
Does the building have on site systems for recycling items such as toner cartridges, mobile phones, and fluorescent tubes?			
Recycling Score			
Building Management & Tenant Support			
<i>Building owners and management that have committed to green policies within their own Company are more likely to work with tenants to facilitate their own objectives in the lease.</i>			
Is there a formal mechanism or forum to work through issues with the landlord?			
What were the utility costs per SF for the past 3 years?			
Is the landlord actively involved with sustainable building and facility management practices?			
Is there a building user guide for tenants?			
Building and Tenant Score			
TOTAL SCORE			

