

**CITY OF BERKELEY COMMERCIAL LEASE APPLICATION**  
**FIRST REVIEW OF APPLICATIONS: MARCH 15, 2023 AT NOON**

(APPLICATIONS TAKEN CONTINUOUSLY UNTIL VACANCY ANNOUNCEMENT IS REMOVED FROM CITY WEBSITE)

**LANDLORD INFORMATION**

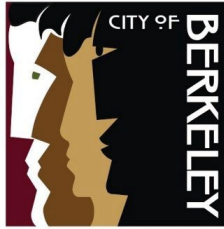
Landlord Name: City of Berkeley  
Address: 2180 Milvia Way, Berkeley CA 94704  
Property Management: Public Works Property Management  
Contact: [Real\\_Property@cityofberkeley.info](mailto:Real_Property@cityofberkeley.info)  
510-981-6453

**PROPERTY INFORMATION**

Rental Property Address: **2440 Durant Avenue, Berkeley, CA 94704**  
Located on the ground floor of Telegraph-Channing Mall and Garage at 2450 Durant Avenue, Berkeley, CA 94704  
Tenant's Leased Area: **620 square feet**  
Condition of Premises: Premises to be delivered "As-Is"  
Anticipated Possession Date: July/August 2023  
Minimum Term: 5 years  
Base Rent: \$1.75 per square foot or \$1085.00 per month plus annual 3% rate increase  
Utilities: Tenant space has dedicated PG&E meter paid by Tenant. Base rent shall include basic water, garbage, and recycling costs.  
Security Deposit: The equivalent of one month's rent.

**CHECKLIST OF ITEMS TO BE SUBMITTED**

- A completed description of the business you plan to operate in the space (complete page 2).
- For new businesses please submit bank account statements/information sufficient to determine your ability to operate your business and pay rent.
- For businesses already operating please submit the most recent two years of tax returns.
- Berkeley Business License Number or Completed Application (Email: [finance@cityofberkeley.info](mailto:finance@cityofberkeley.info) or call 510-981-7200 for info) <https://berkeleyca.gov/doing-business/operating-berkeley/business-licenses/new-business-licenses>
- Checking this box acknowledges that you understand the following: City required disclosure forms and a certificate of insurance for \$2 million general liability coverage naming the City as additional insured will be required from the tenant(s) selected to continue in the process. The City, at its own discretion, may also determine a surety bond in needed.



## FORM AND INSTRUCTIONS FOR SUBMITTING APPLICATION FOR TENANCY

Please complete the application and submit it in one of the following ways:

1. By email to [Real\\_Property@cityofberkeley.info](mailto:Real_Property@cityofberkeley.info)
2. In-person by calling 510-981-6453
3. By mail to the following address:

CITY OF BERKELEY  
Attn: Public Works Real Property  
1947 Center Street, 5<sup>th</sup> Floor, Suite 521  
Berkeley, CA 94704

Additional pages may be added if desired.

1. Name of Business:
2. Name of Business Owner(s)/Operator(s):
3. Business Owner(s)/Operator(s) email address:
4. Business Owner(s)/Operator(s) mailing address:
5. Business Owner(s)/Operator(s) phone/cell number:
6. Berkeley Business License Number (If applicable): BL

**By signing this document, you agree and understand the following: The rent rate includes Common Area Maintenance charges for water, basic waste and recycling services, and access to tenant only restrooms. Additional service fees may apply. The rent rate does not include payment for electricity in the storefront which each tenant pays directly to the utility company. Your signature acknowledges that this application is complete as submitted and if contacted, you are willing to submit additional information to the City of Berkeley if requested or required.**

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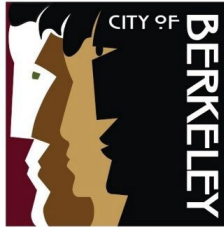
Business Owner/Operator

Date

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Business Owner/Operator

Date



## **BUSINESS DESCRIPTION/USE OF PREMISES**

The Telegraph-Channing Garage operates Monday–Thursday: 7:00 am to 12:00 am, Friday–Saturday: 7:00 am to 1:00 am, and Sunday: 8:00 am to 10:00 pm. Public access to all the shops in the Mall (ground floor of the garage) matches the hours of operation. No additional sandwich shops or flower or plant stores can be considered for operation. Additional pages may be added if desired.

1. NAME AND TYPE OF BUSINESS:
  
2. PLANNED DAYS AND HOURS OF OPERATION:
  
3. BRIEFLY DESCRIBE THE BUSINESS YOU PLAN TO OPERATE IN THE SPACE:
  
  
  
  
  
  
  
  
  
  
4. BRIEFLY DESCRIBE THE CLIENTELE YOU HAVE OR ANTICIPATE YOUR SPACE SERVING:
  
  
  
  
  
  
  
  
  
  
5. NEW OR EXISTING BUSINESS? If existing business, please provide previous or concurrent physical addresses and/or website addresses. For both options please briefly describe your vision for the space. Include current Berkeley Business License Number if relevant:
  
  
  
  
  
  
  
  
  
  
6. PLEASE SUBMIT A COMPLETED BUSINESS LICENSE APPLICATION FOR YOUR POTENTIAL NEW BUSINESS AT THIS ADDRESS. A Business License Number with zoning approval for your business type must be completed prior to final execution of a lease after the lease is approved by City Council.



