

Instructions: Please indicate which block and lots correspond to each separate building of the Project (see enclosed Sample Exhibit A). When done, please complete a separate Subtenant Occupancy Survey for each unique building indicated on this Exhibit. Please return this Exhibit A with the Subtenant Occupancy Survey(s).

PROJECT LOCATION(S)

Project Name:

Project Locations:

PROJECT LOCATION(S)

Project Name: Example Company

Project Locations:

Location: 7 Melanie Street [Block: 35, Lot: 19] —————→ **Building 1**

Location: 92 Sands Boulevard [Block: 1315, Lot: 1] —————→ **Building 2**

Location: 52 Wallace Street [Block: 88, Lot: 1000]

Location: 52 Wallace Street [Block: 88, Lot: 1001]

Location: 52 Wallace Street [Block: 88, Lot: 1002]

Location: 52 Wallace Street [Block: 88, Lot: 1003]

Location: 52 Wallace Street [Block: 88, Lot: 1004]

Location: 52 Wallace Street [Block: 88, Lot: 1005]

Building 3

Location: 123 Oak Street [Block: 71, Lot: 2]

Location: 321 Maple Street [Block: 71, Lot: 5]

Building 4

(The locations for Building 4 have different street entrances & addresses but are the same building)



SUBTENANT OCCUPANCY SURVEY

For Calendar Year 2025

In order to comply with its Agreement, the Company is required to complete and return Exhibit A and this Survey to NYCIDA. Please see reverse side for instructions and definitions of terms used on this page. **Please remember to complete a separate Subtenant Occupancy Survey for each unique building identified on Exhibit A.**

COMPANY: _____ **PROJECT ADDRESS (INCLUDING BLOCK/LOT):** _____

Part 1. Have persons other than the Company used, occupied, subleased and/or licensed space at the Project Location at any point during the previous calendar year? Yes No

If the answer to Part 1 above is “No”, please skip Part 2 and continue to Part 3.

Part 2. List Occupant(s) and provide details

<u>Occupant</u>	<u>Name of Occupant's Principal</u>	<u>Square Footage Occupied</u>	<u>Occupant Affiliation to Company, if any</u>	<u>Date Occupancy Began</u>	<u>Date Occupancy Will End</u>
1.					
2.					
3.					
4.					

(Please continue on a separate page if necessary)

Part 3. I, the undersigned, hereby certify that the information reported above is true, correct and complete for calendar year 2025 and that the occupants listed above are the only Occupants, subtenants and/or licensees at the Project Location. I understand that this information is submitted pursuant to the requirements of the Agreement.

Print Name: _____
 Signature: _____
 Title: _____

Date: _____
 Phone Number: _____
 Email: _____



DEFINITIONS AND INSTRUCTIONS

“Affiliate” is (i) a business entity in which more than fifty percent is owned by, or is subject to a power or right of control of, or is managed by, an entity which is a party to the Agreement, or (ii) a business entity that owns more than fifty percent of an entity which is a party to the Agreement or that exercises a power or right of control of such entity.

“Agency” is the New York City Industrial Development Agency.

“Agreement” is the Lease Agreement, Installment Sale Agreement and/or the Project Agreement between the New York City Industrial Development Agency and the Company.

“Company” includes any entity that is a party to an Agreement with the Agency.

“Date Occupancy Began” is the effective date in which Occupant uses space at the Project Location

“Date Occupancy Will End” is the effective date in which Occupant vacates space at the Project Location

“Financial Assistance” is any of the following forms of financial assistance provided by or at the direction of NYCIDA and/or NYCEDC: a loan, grant, tax benefit and/or energy benefit pursuant to the Business Incentive Rate (BIR) program.

“Principal” means, with respect to any entity: (A) an executive officer; (B) a general or managing partner; (C) another entity or an individual that owns or controls, whether directly or indirectly 10% or more of the equity or other controlling interest in such entity.

“Project Location” is any location at which Financial Assistance has been provided to the Company pursuant to an Agreement.

“Occupant” is an individual or entity (excluding the Company) that uses and/or occupies space at any Project Location.

SPECIAL INSTRUCTIONS

Please submit a separate survey for *each* unique building identified on Exhibit A. After completion, please return Exhibit A (even if no changes are made to Exhibit A) and the survey(s) to NYCIDA.