

Examples of Office Space Documentation

- **Thank you letter to the donor**
- **Statement of value by realtor**
- **Floor plan**

NOTE: Items in this section noted as “EXAMPLES” are for illustration purposes only. Their inclusion in this manual are as examples of good practices, not as “official” templates.

Sample Partnership For Children

May 3, 2008

Ms. Joan McWilliams
Manager, Community Relations
Everbright Power & Light
123 Fayetteville Street Mall
Raleigh, NC 27602

Dear Joan:

In order to meet the state auditing requirements for official valuation of all in-kind contributions, we contacted a local real estate firm in Selma to get a formal estimate of the value of the building donated by EP&L to the Sample Partnership for Children at 1234 South Pollock Street in Selma, North Carolina.

Please find attached a copy of that assessment which states that the building has a market rate value of \$4791.67 per month or \$57,500.00 per year. For FY 2008, the in-kind contribution by CP&L to the Sample Partnership will be reported at a value of \$57,499 as the building was leased to the Sample Partnership at a cost of \$1 per year for FY 2008.

Thank you again for EP&L's generosity and support of Smart Start. The company's continuing investment in Smart Start through contributions like this one, as well as the ongoing involvement of EP&L employees in local Smart Start activities, is invaluable to the future success of the initiative.

Sincerely,

John Walker

John Walker
Executive Director

By your signature below, this will signify your agreement with the value placed on this in-kind contribution by EP&L to the Sample Partnership for Children.

Joan McWilliams
Joan McWilliams, EP&L

05/14/08
Date

Southern Realtors

1 Realtors Plaza • P.O. Box 789
205 South Pollock Street • Selma, North Carolina 27576
(919) 555-9744
FAX (919) 555-0598

April 12, 2008

Mr. John Walker
Sample Partnership for Children
1234 S. Pollock Street
Selma, North Carolina 27576

Dear Mr. Walker:

SUBJECT: OFFICE PER SQUARE FOOT RENTAL COST

This is not an appraisal, nor an opinion of value, but a statement of fact regarding the per square foot rental value of the building you now occupy.

I am familiar with the building. The general rental rate that best represents the property is \$11.50 per square foot, or \$57,500.00 per annum ($\$11.50 \times 5000\text{SF}$) or \$4791.67 per month ($\$57,500.00 \div 12$).

Along S. Pollock Street within the Town of Selma, and into the Town of Smithfield, along Bright Leaf Boulevard, I am responsible for 64,600 square feet of office space.

If you have any questions, please feel free to give me a call at 555-9744.

Sincerely,

Charles E. Hester

Charles E. Hester

Floor Plan – Sample Partnership For Children
1234 South Pollock Street
Selma, NC

