

**WHATCOM COUNTY  
ADMINISTRATIVE SERVICES**  
Whatcom County Courthouse  
311 Grand Ave, Suite 108  
Bellingham, WA 98225-4083



**FACILITIES MANAGEMENT**  
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**ROB NEY**  
Project & Operations Manager

November 17, 2022

**TO:** John Templeton via EMAIL john@johntempleton.com

### **LETTER OF INTENT VERSION 3**

The following terms and conditions will serve as evidence of the Parties' Intent to Lease.

**LESSOR:** Unity-Flora Development LLC

**LESSEE:** Whatcom County

**PREMISES:** 104 Unity Street  
Bellingham, WA 98225  
Whatcom County Assessor Parcel 380330238233  
Legal Descriptions: Lots 12&13, Block 4, Cornwall Avenue  
Subdivision (legal to be provided by Owner/lessor)

**LEASABLE AREA/BUILDING SIZE:** Approximately 2,831 SF office, 9,933 SF building

**PARCEL SIZE:** ~~Approximately 0.31 Acres~~ *8*

**FEASIBILITY:** 15 days

**LEASE COMMENCEMENT:** December 7<sup>th</sup> or as close to as possible, and contingent upon Council approval 12/6/22

**LOI PERIOD:** Both parties agree to negotiate in good faith on this Letter of Intent (LOI) to reach terms for a Lease of Property agreement within 14 days from the date of this letter.

**AGENCY DISCLOSURE:** John Templeton, Windermere Whatcom County is the Leasing Agent of record for the Owner. By execution below, both parties hereby represent that they have been given a copy of the pamphlet. "The Law of Real Estate Agency".

This proposal is non-binding and does not represent any contractual obligation or infer that any other rights exist between Purchaser and Owner, until such legally binding Purchase and Sale is executed by both parties.

If these terms and conditions are acceptable, please signify your approval by signing below and returning this original copy.

Acknowledged by: B. Robney, for the Lessee.

Acknowledged by: John R. Pudis II, for the Lessor.



**Renewal Option:** 3-year renewal option  
Year 6, Y5 + CPI + NNN  
Year 7, Y6 + CPI + NNN  
Year 8, Y7 + CPI + NNN

**2022 NNN Fees for reference:**

Property Tax \$3,375

Insurance \$3,113

Util/R&M \$700

Snow Removal \$2,100

**Total 21/22: \$9,288**

Assumed Monthly NNN Rate (adjusted annually as necessary): \$744