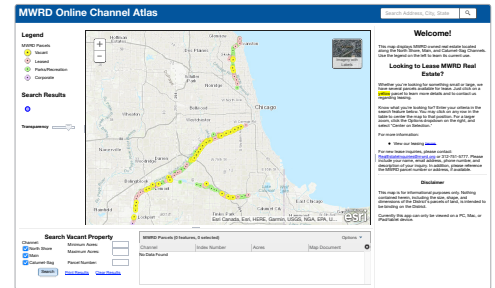




# Leasing MWRD Property

The Metropolitan Water Reclamation District of Greater Chicago (“MWRD”) is a local government agency responsible for providing wastewater treatment and stormwater management services in Cook County. When MWRD-owned property is not currently needed for those corporate purposes, the District may make it available for lease, including for commercial and industrial use.

The MWRD Real Estate Section’s website includes a list of properties available for lease, an interactive online map, and detailed leasing procedures and requirements. The website is available at the following link: <https://mwrdd.org/real-estate-0>



## GETTING STARTED

1. When you identify an MWRD parcel that you are interested in leasing, please send an email to [realestateinquiries@mwrdd.org](mailto:realestateinquiries@mwrdd.org).
2. In your email, identify the MWRD parcel and include your name, company name, proposed use and lease duration, and contact information.
3. After receiving your email, MWRD staff will follow up to provide more specific site information and to explain the next steps in the leasing process.
4. MWRD staff can also help to schedule a site visit.

## LEASING PROCESS

The leasing process is governed by the MWRD Act (70 ILCS 2605/1 et seq.) and MWRD Board policy. In general, the leasing process consists of the following steps:

- The interested tenant (“Lead Applicant”) submits a letter of intent with the proposed use and lease duration.
- MWRD staff reviews the request to determine if the parcel is available for lease and suitable for the proposed use.
- MWRD Board approval is required to commence the leasing process.

- After MWRD Board approval, prospective tenants should expect to provide the following:
  - ALTA survey of the property
  - Two appraisals to determine the fair market value
  - Letter of support from the local municipality
  - Company background information to demonstrate the financial ability to comply with the lease requirements
- MWRD Board approval is also required to advertise the lease for competitive bidding and to award the lease to the highest responsible bidder.

## RENT CALCULATION AND OTHER COSTS

All District property is leased through a competitive bidding process after determining the minimum acceptable annual rent.

- The minimum annual rent is set at **10% of the property’s appraised fair market value**.
- Tenants are responsible for paying all utility costs and real estate taxes for the leased property.
- All leases are subject to annual adjustments based on the Consumer Price Index (“CPI”).
- For leases 15 years or longer, the property is re-appraised every 10 years to update the annual rent.
- All tenants must provide Comprehensive General Liability Insurance and All Risk Property Insurance, including environmental coverage, of at least \$4,000,000.00.



**Metropolitan Water  
Reclamation District  
of Greater Chicago**



100 East Erie Street • Chicago, Illinois • 60611-3154