

# Office Rent Cost Allocation Sheet

Total Monthly Rent

Rental Period

Department / Team	Number of Staff	Allocated Area (sq ft)	Allocated Cost
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
Total			

Remarks