

Lease

File No. _____

STATE PROPERTIES COMMITTEE
ACTION REQUEST FORM

Date: _____ Department Director: _____
(Authorized Signature)

Department: _____ Individual Completing Form: _____

LEASE SECTION Approval of Lease: Conceptual Termination of Lease Conceptual
Action Requested Final Final
Reason _____
Price _____
**(For Conceptual Approval – complete shaded areas,
for Final Approval – complete entire form)**

Lease of State Property
Property Name: _____
Property Location: _____
Square Footage: _____
 Temporary (<1 year) Long Term (1-5 years) Extended (>5 years)
Options: _____
Lease Payment: _____
(P/mth) _____ (event) (P/sq. ft.) _____
(monthly)

Purpose of Lease _____

Other Tenant Payments
- Utilities _____ - Tenant Build Out _____
- Janitorial _____ - Damage Deposit _____
- Other _____
Tenant Name _____
Address _____
Contact Name: _____
Contact Number: _____

Check All Completed:
 Liquor License
 _____ License
 Insurance Certificate
 Fire Marshall Review
 Attorney General Review
 Frequency of Appraisals
 Date of first/last Appraisal _____
 Appraisal Amount _____
 Property Leased to State Employees
 Comparable square foot rates _____
 Cancellation Clause _____
 Indemnification Clause _____

Lease of Private Property
Owner Name: _____
Property Name: _____
Property Location: _____
Contact Person: _____
Principles of Lessor: _____
 Temporary (<m/m/ to 6 months) Long Term (6 months to 10 years)
Options: _____
Solicitation For Lease
 RFP Negotiations
 SPC Approval Renewal
Square Footage _____
State Property Considered Yes No
Details if yes or no _____

Check All That Apply: (Lease Terms)
Cancellation Clause Yes No
Approval of funding Yes No
Fire Life Safety Yes No
Attorney General Approval Yes No
Insurance Certificate Yes No
Handicapped Acceptable Yes No

Lease Payments
Price per square foot
year 1 _____ year 6 _____
year 2 _____ year 7 _____
year 3 _____ year 8 _____
year 4 _____ year 9 _____
year 5 _____ year 10 _____

Other Payments (describe & list)
Real Estate Taxes _____
Electric _____
Parking _____
Heat _____
Other escalations _____
Tenant build out _____