

Authorization # _____

**REAL ESTATE SERVICES OFFICE (RESO)
INITIATION OF SERVICES FOR LEASE OF PREMISES**

REQUESTING DEPARTMENT TO COMPLETE:

(Department Requesting RESO's Services)

agrees to authorize RESO to initiate a site search for leased space, which may include holding over at the current leased location, renewing at the current location, or relocating to a new leased location. Program to occupy leased space is currently located at:

(Location/Address)

(Campus Program To Lease Space)

(Description of Program and Source of Funding)

Dept. Contact Name: _____ Phone: _____ Fax: _____ E-Mail: _____

Chart String(s) to be Charged: - **56312**- or Speedtype:
BU Fund - Org - Prog - Sub-Prog - Proj - Flex 10-Character String

Source of Funds: State (19900) State (other funds) Federal Other ()
(Please Identify Fund Source)

Space requirements are as follows:

Total Number of Staff to Occupy Space: _____ Number of Offices: _____ Number of Cubicles: _____

Conference Room Requirements: _____

Staff Room Requirements: _____

Special Storage or File Space Requirements: _____

Special Use Requirements: _____ *(such as classroom, dry lab, wet lab)*

Does the occupancy involve the use or storage of hazardous or radioactive substances? If yes, describe in detail:

Parking Requirements: _____

Anticipated Commencement Date: _____

Anticipated Lease Term in Number of Years: _____

(Desired Location: specific address, or part of town, i.e. downtown, or Telegraph Ave. area)

Additional Information: *(including unusual cabling or telecommunications needs)*

RESO USE ONLY:

Estimated square footage: _____ Estimated Rent/Sq.Ft./Mo. \$ _____

Estimated RESO Recharge \$ _____ *(based on current recharge rate: \$73/hr. for _____ total hours est. to complete project)*

Approved: _____ Date: _____

Campus Dept's Chair, Dean or Director* (please print name _____)

Reviewed: _____ Date: _____

[Space Management & Capital Programs](#)

cc: Campus Department's Control Unit Head/Chancellor's Budget Office

REAL ESTATE SERVICES OFFICE (RESO)

Rev. 20 Sep 2007

***Your signature also authorizes RESO recharges based on actual time spent through project completion and/or cancellation.**