

G5KE-05 (3/2014)			
REQUEST FOR LEASE ACTION	DATE OF REQUEST	ANTICIPATED DATE OF OCCUPANCY OR DATE ACTION IS NEEDED	
REQUESTING AGENCY		AGENCY LIAISON	
AGENCY BUREAU/DIVISION TO OCCUPY REQUESTED SPACE		AGENCY LIAISON TELEPHONE NO.	
CURRENT ADDRESS (street, city, county)			
I CERTIFY THAT THIS REQUEST IS NECESSARY AND FUN	IDS ARE AVAILABLE TO IMPLEMENT T	THIS REQUEST AND THAT ALL INFORMATION IS ACCURATE.	
AUTHORIZED BY:			
PRINT NAME PRINT TITL	E SIGNATURE	(requesting agency) AGENCY HEAD OR DESIGNEE	
SECTION A. (to be completed for ALL lease actions)			
ACTION REQUESTED			
□EXTEND LEASE □MODIFY LEASE □EXERCISE OPTION □EXERCISE OPTION □EXERCISE OPTION □EXERCISE OPTION □ LEASE NEW SPACE - COMPLETE SECTION C BELOW □ TERMINATE EXISTING LEASE # □OTHER (describe)			
FOR □EXISTING SPACE □NEW SPACE □ADDITIONAL SPACE □LEASEHOLD IMPROVEMENTS			
□OTHER (describe)			
TYPE OF SPACE			
CURRENT OCCUPANCY STATUS:			
CURRENTLY LOCATED: DIN STATE-OWNED BL	JILDING IN LEASED SPACE	E ☐ OFFICE DOES NOT CURRENTLY EXIST	
□OTHER (describe)			
CURRENT LEASE # DGS TRACKING # FRE CONTRACT #			
EXPIRATION DATE OF CURRENT LEASE TERM:			
RENEWAL OPTIONS REMAINING: QUANTITY LENGTH			
TERMINATION/RENEWAL NOTIFICATION PERIOD: MONTH(S) (per current lease language)			
PERSONNEL COMPLEMENT AS OF START DATE OF ORIGINAL LEASE:			
PERSONNEL COMPLEMENT CURRENTLY: (only include positions you are currently authorized to fill and attach any supporting documentation for authorized positions if you are anticipating an increase)			
IF YOU ANTICIPATE AN INCREASE IN COMPLEMENT, PROVIDE A DETAILED EXPLANATION AND ATTACH BUDGET AUTHORIZATION			
	,		
FEATURES DESIRED:			
SQUARE FOOTAGE: OFFICE SPACE	STORAGE SPACE	OTHER (explain)	
INITIAL LEASE TERM (OR EXTENSION TERM REQUESTED):			
RENEWAL OPTIONS: QUANTITY	LENGTH		
NOTICE PERIOD (to renew or terminate): MONTHS			
RENT TO INCLUDE: ☐JANITORIAL ☐	UTILITIES □SNOW REMOV	/AL □BUILDING/GROUNDS MAINTENANCE	

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☐FULL-SERVICE LEASE (janitorial, utilities, snow removal, building/grounds maintenance)		
□ RENOVATIONS		
□PARKING - # OF SPACES		
SECTION B. REQUEST TO EXTEND, MODIFY, RENEW CURRENT LEASE		
JUSTIFICATION TO EXTEND, MODIFY OR RENEW CURRENT LEASE		
IF EXTENDING TO ACCOMMODATE A PENDING RELOCATION, WHAT IS THE ANTICIPATED COMPLETION DATE OF NEW SITE?		
Click here to enter a date.		
DO VOLUME ANY DECLUDENTATION THAT WOULD DESIGN TO A TION WITH CTUED OTATE ACCIDING		
DO YOU HAVE ANY REQUIREMENTS THAT WOULD PREVENT CONSOLIDATION WITH OTHER STATE AGENCIES?		
EXPLAIN ANY SPECIAL REQUIREMENTS THAT NEED TO BE CONSIDERED FOR CONSOLIDATION OPPORTUNITIES WITH OTHER STATE		
AGENCIES		
ARE THERE ANY CURRENT UNRESOLVED LEASE DEFICIENCIES? THE NO		
IF YES, PROVIDE DETAILS AND EXPLAIN WHAT ACTIONS HAVE BEEN TAKEN IN AN ATTEMPT TO RESOLVE THE ISSUES:		
ARE THERE ANY LEASEHOLD IMPROVEMENTS YOU WOULD LIKE TO SEE ADDRESSED FOR THE RENEWAL PERIOD OR AS PART OF		
NEGOTIATIONS FOR AN EXTENSION? TYES TOO WOOLD LIKE TO SEE ADDRESSED FOR THE RENEWAL PERIOD OR AS PART OF		
PAINTING WHEN WAS THE PREMISES LAST PAINTED?		
☐FLOORING PROVIDE PHOTOGRAPHS AND A FLOOR PLAN INDICATING AREAS OF CONCERN (i.e. tripping hazard) ☐VOICE/DATA		
RENOVATIONS		
REQUIRED DOCUMENTATION TO SUBMIT WITH REQUEST FOR LEASE ACTION TO EXTEND, MODIFY OR RENEW EXISTING LEASE		
SPACE ALLOCATION (form STD-564)		
BUDGET AUTHORIZATION FOR ANTICIPATED COMPLEMENT INCREASE		
DETAILED BREAKDOWN OF COSTS RELATED TO ANY IMPROVEMENTS		
☐SCOPE OF WORK AND/OR FLOOR PLAN RELATED TO ANY IMPROVEMENTS		

□LEASE ISSUE REPORTING TEMPLATE SECTION C. REQUEST TO LEASE NEW SPACE

LOCATION DESIRED

COUNTY:

GEOGRAPHIC BOUNDARIES (provide city, detailed street names, intersections and attached map outlining the boundaries):

JUSTIFICATION TO LEASE NEW SPACE

DO YOU HAVE ANY REQUIREMENTS THAT WOULD PREVENT CONSOLIDATION WITH OTHER STATE AGENCIES?

EXPLAIN ANY SPECIAL REQUIREMENTS THAT NEED TO BE CONSIDERED FOR CONSOLIDATION OPPORTUNITIES WITH OTHER STATE AGENCIES

AGENCY OPERATIONS: WILL AGENCY OPERATIONS (1) INCREASE LESSOR'S NORMAL OPERATING COST AND/OR (2) EXTEND BEYOND NORMAL BUSINESS HOURS? YES
If Yes, Explain:
REQUIRED DOCUMENTATION TO SUBMIT WITH REQUEST FOR LEASE ACTION TO SOLICIT FOR NEW SPACE
☐SPACE ALLOCATION (form STD-564)
☐BUDGET AUTHORIZATION FOR ANTICIPATED COMPLEMENT INCREASE
☐USING AGENCY BUILDING SPECIFICATIONS
☐GEOGRAPHIC BOUNDARY QUESTIONNAIRE
TYPICAL FLOOR PLAN

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