

OFF-CAMPUS LEASE INFORMATION – REVISED JANUARY, 2013

This project must have been discussed with the department’s respective Vice President prior to Land Management commencing work on leasing properties

- Name and contact information of person.

Name: _____

Department: _____

Mailing Address: _____

Phone: _____ Email: _____

- Address/location of subject property.

- Explanation why the proposed leased space is needed by Department including why this space is not available on campus.

- Will this building or property be used in direct support, or in relation to, the institution’s education purposes? If yes, please explain in detail.

- Will this building or property be frequently used by students? If yes, please explain in detail.

- Anticipated square footage that will meet department needs.

- Type of space (office, clinical, meeting).

- Condition of space, i.e. ready to move in, reconfigurable, shell.

- Information on department funding that will pay lease payments through the life of the lease.

- Will this project increase the current space inventory or replace existing space?

- If this project will replace existing space inventory, how will vacated space be utilized or assigned after this project is completed?

- Source(s) of funding for any space alteration or completion.

- Source of funds for projected ongoing operations and maintenance (O&M costs for this project.)

- What other alternatives were considered for this project?

- Has this project been discussed and approved by the respective department's Vice President?

- Has the proposed lease documents been reviewed and approved by the Office of Legal Counsel?

- Attach to this request the following and return to the UA Designated Land Agent, Office of Land Management, Box 870176:

- A copy of the proposed lease document.
- Off-Campus Property Lease Approval Routing Sheet with the first section Educational/Administrative Unit filled out.